

Principal Officer Appointments Panel 18 March 2021



Membership:

Councillors: Galley (Chairman), Barnes, Evans, Lambert and Powell

You are requested to attend this meeting to be held Via Webex at 12.00 pm

Quorum: 3 voting Members

Contact:	Abigail Blanshard, Senior Democratic Services Officer democraticservices@esfrs.org
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Agenda

Note: Sections 15 and 16 of the Local Government and Housing Act 1989 shall not apply in respect of this Panel, which shall comprise the Chairman of the Authority, the Leader of each political group (excluding the political group of which the chairman is a member) and a seat allocated to the Conservative Group.

9. Declarations of Interest

In relation of matters of the agenda, seek declarations of interest from Members, in accordance with the provisions of the Fire Authority's Code of Conduct for Members.

10. Apologies for Absence

11. Notification of items which the Chairman considers to be urgent and proposes to take at the end of the agenda/Chairman's business

Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chairman before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgently.

12. Non-confidential minutes of the last meeting held on 24 September 2020

5 - 6

- 13. Relocation Allowance Policy** **7 - 22**
Report of the Assistant Director People Services
- 14. Exclusion of Press & Public**
To consider whether, in view of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the remainder of the meeting on the grounds that, if the public and press were present, there would be disclosure to them of exempt information. NOTE: Any item appearing in the confidential part of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.
- 15. Confidential Minutes of the last meeting held on 24 September 2020** **23 - 24**

(Exempt under paragraphs 1, 3 & 4 of Schedule 12A of the Local Government Act 1972.)
- 16. Taxation Effects of Management Allowance Compensation Payment 2019** **25 - 42**
Report of the Assistant Director People Services

(Exempt under paragraphs 1, 2, 3 & 4 of Schedule 12A of the Local Government Act 1972.)

ABRAHAM GEBRE-GHIORGHIS
Monitoring Officer
East Sussex Fire Authority
c/o Brighton & Hove City Council

Date of Publication: 10 March 2021

Information for the public

East Sussex Fire and Rescue Service actively welcomes members of the public and the press to attend public sessions of its Fire Authority and Panel meetings.

If you have any particular requirements, for example if you require wheelchair access or an induction loop, please contact democraticservices@esfrs.org for assistance.

Agendas and minutes of meetings are available on the East Sussex Fire & Service website: www.esfrs.org.

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PRINCIPAL OFFICER APPOINTMENTS PANEL

Minutes of the meeting of the PRINCIPAL OFFICER APPOINTMENTS PANEL held at Via Webex at 1.00 pm on Thursday, 24 September 2020.

Present: Councillors Galley, Barnes, Lambert, Powell and Evans

Also present: D Whittaker (Chief Fire Officer), H Scott-Youldon (Assistant Director People Services), L Woodley (Deputy Monitoring Officer) and E Simpkin (Democratic Services Officer)

1 Election of Chair

RESOLVED: That Councillor Galley be elected as Chairman of the Panel for the municipal year (proposed by Councillor Barnes and seconded by Councillor Lambert).

2 Declarations of Interest

There were none.

3 Apologies for Absence

There were none.

4 Notification of items which the Chairman considers to be urgent and proposes to take at the end of the agenda/Chairman's business

There were none.

5 Minutes of the last meeting held on 8 October 2019

RESOLVED: That the non-confidential minutes of the meeting of the Principal Officer Appointments Panel held on 8 October 2019 be approved as a correct record and signed by the Chairman.

6 Exclusion of Press & Public

RESOLVED: That

- i) item 7 be exempt under paragraphs 1,3 and 4 of Part 1 of Schedule 12 A of the Local Government (Access to Information) (variation) Order 2006 and accordingly not open for public inspection on the grounds that the report contains:
 - information relating to an individual.
 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any

Unconfirmed minutes – to be confirmed at the next meeting of the Principal Officer Appointments Panel

labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

- ii) item 8 be exempt under paragraphs 1 and 3 of Part 1 of Schedule 12 A of the Local Government (Access to Information) (variation) Order 2006 and accordingly not open for public inspection on the grounds that the report contains:
 - information relating to an individual.
 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

7 Confidential Minutes of the last Principal Officer Appointments Panel held on 8 October 2019

RESOLVED: That the confidential minutes of the meeting of the Principal Officer Appointments Panel held on 8 October 2019 be approved as a correct record and signed by the Chairman.

The meeting concluded at 1.45 pm

Signed

Chairman

Dated this

day of

2021

EAST SUSSEX FIRE AUTHORITY

Panel Principal Officer Appointment Panel

Date: 18 March 2021

Title of Report Relocation Allowance Policy

By Hannah Scott-Youldon, Assistant Director People Services,

Lead Officer Hannah Scott-Youldon, Assistant Director People Services

Appendix Appendix A – Draft amended Relocation Allowance Manual Note

Implications (please tick ✓ and attach to report)

CORPORATE RISK		LEGAL	
ENVIRONMENTAL		POLICY	
FINANCIAL	✓	POLITICAL	
HEALTH & SAFETY		OTHER (please specify)	
HUMAN RESOURCES	✓	CORE BRIEF	

PURPOSE OF REPORT To review the relocation allowance policy and make recommendations to Principal Officer Appointment Panel for consideration.

RECOMMENDATION The Panel is recommended to:

- i) To consider the proposal and increase the relocation policy amount from £8,500 to £10,000 for Principal Officers to coincide with the recruitment of the Assistant Chief Fire Officer vacancy.
- ii) To ask the Chief Fire Officer to exercise her powers in relation to benefits to approve the uplift in relocation amount for other staff using the delegated power as articulated in paragraph 1.7 to ensure there is one policy for all.

1 INTRODUCTION

1.1 At a Principal Officers Appointments Panel (POAP) in 2019 the Assistant Director – People Services was tasked to review the Relocation Policy. This was in recognition that ESFRS would be recruiting 2 new Principal Officers

(POs) in the course of the next 24 months. It had previously been cited by some potential candidates that the relocation policy was one factor that had put them off for applying for a post within the Service.

- 1.2 Recent analysis (see table 1 below) clearly identifies what our neighbouring Services and similar sized Services offer as well as our Local Authority neighbours in relation to relocation package.

Organisation	Relocation allowance	Comments
ESFRS	£ 8,500.00	
Kent FRS		No policy - made in exceptional circumstances
Beds FRS	£ 15,000.00	
Northants	£ 8,000.00	
Hants FRS	£ 15,000.00	
West Sx CC	£ 10,000.00	
ESCC	£ 8,000.00	
BHCC	£ 10,000.00	
Lincolnshire CC	£ 8,000.00	
Surrey CC	£ 8,000.00	
Average	£ 10,055.56	

- 1.3 Whilst the current ESFRS Relocation policy is not an outlier in relation to what is paid, it is clear from the analysis above that it is one of the lowest and as stated above, has been identified by potential candidates as a blocker for applying for a Principal Officer role in ESFRS.
- 1.4 Further to that the Dec 2020 UK house price index report highlighted that the average home in the UK costs £251,500 but in the South East region it's £341,007.
- 1.5 Therefore, it is recommended that the relocation package be increased to £10,000 to reflect the average paid allowance across our local partners and Fire & Rescue Services. However, the tax free limit remains capped at £8000.
- 1.6 It should be highlighted at this juncture, that the Relocation policy is applicable to all staff across the Service and not just the Principal Officer posts.
- 1.7 POAP can only consider and approve terms and conditions of service for POs, but not other staff.
- 1.8 If an increase to £10K is approved for Principal Officers POAP could ask the Chief Fire Officer to exercise her powers in relation to benefits to approve it for other staff using the following delegated power:-

(viii) for all employees below Assistant Chief Fire Officer, to approve appointments, grading, remuneration and benefits, all categories of leave, training, secondments, engagement in other work, disciplinary matters and dismissals;

Thus ensuring equity of approach to those relocating to the Service and maintaining one policy/approach.

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ESFRS Manual Note

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summary

ESFRS Relocation Scheme

document control

Responsible Assistant Director	Author	Sig for CFO/CE	Sig for RB	Issue Date	Review Date
Assistant Director – People Services	Assistant Director – People Services				

Related documents	

Related manuals	
Code of Conduct and Conflict of Interest Procedure	

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 - (3.16) Repayment of grant on leaving ESFRS
 - (3.20) Tax liability
4. Appendix A – Relocation Application Form

summary

1 **Summary**

- 1.1 The staff Relocation Scheme has been developed in recognition that there are occasions where a business case exists for the Authority to provide staff with assistance in relocating their home address.
- 1.2 This scheme sets out those circumstances when application of the scheme will be granted and the level of monetary assistance that may be available. The scheme will be reviewed every 3 years to ensure that any financial support reflects typical costs associated with the property market, including related costs such as solicitor and survey fees.

policy

2 Policy

- 2.1 Relocation assistance is not a contractual entitlement. ESFRS may, at its discretion, apply this relocation scheme to newly appointed service employees and internally promoted employees who are required to relocate. If this discretion is exercised it will be stated in advertisements for the post.
- 2.2 Staff who request a transfer within the Fire & Rescue Service (both internal and external staff) are not entitled to assistance under this scheme.
- 2.3 Staff who are transferred under TUPE arrangements are not eligible to apply for assistance under this scheme.
- 2.4 To qualify for a grant under this scheme, you must be living more than one hour by public transport or 20 miles from your place of work. You are expected to live in the new property, which must be within reasonable travelling distance of the new workplace.
- 2.5 Eligible staff can claim for removal expenses, legal and professional fees from selling, purchasing or renting a house, and resettlement fees. The maximum level of relocation assistance provided by ESFRS will not exceed **£10,000** inclusive of VAT. This amount is not a lump sum but can be reimbursed for eligible expenditure as set out below against valid receipts and invoices.
- 2.6 Employees are required to mitigate all expenses involved in their relocation and expenses will be reimbursed only if they are deemed to be reasonable. This policy provides for a contribution to the cost of relocation only and is not intended to meet fully all costs associated with relocation.

policy

- 2.7 To apply for the scheme the application form at Appendix A must be completed and authorised by the relevant Assistant Director. Applicants at Principal Officer Grade will need to gain authorisation from the Chief Fire Officer.
- 2.8 Claims for the reimbursement of eligible relocation costs must be made on an ESFRS claim form PD04 and supported with receipted VAT invoices.
- 2.9 Eligible relocation expenses are payable up to 12 months from the date that you start work with ESFRS. Extensions will only be granted in exceptional cases and are subject to tax regulations which in some circumstances limit the permitted extension period (see section 3.21 below).
- 2.10 Relocation assistance must be repaid if, for whatever reason, you leave ESFRS within 2 years of your start date with ESFRS.
- 2.11 Where more than one member of the same household is appointed to ESFRS a maximum of one grant under each heading is made. It must be stated on the relocation application form if a member of your household is claiming relocation expenses from ESFRS.

procedure

3 Procedure

3.1 Removal Costs

3.2 You are entitled to the reimbursement of the full costs of the removal of household effects (including insurance in transit) from your current home to your new home.

3.3 Payment is based on the lower of two competitive quotes, which must be submitted to the relevant Assistant Director prior to the move. You may use a contractor of your choice, but you will be required to pay the difference in cost between the actual charge and lowest tender.

If you wish to move yourself and do not use a contractor, you can claim the expenses of van hire from a van hire company, petrol and insurance costs. Labour charges cannot be reimbursed.

3.4 In cases where two moves are necessary (i.e. from previous workplace to temporary accommodation and/or storage and then into permanent accommodation) both removals are paid. Otherwise the cost of one removal is reimbursed from the former home to the new home.

3.5 To reclaim your expenditure, you must submit your receipted VAT invoices with the completed and authorised claim form PD04 and send it to the Human Resources Department.

3.6 Legal and Professional Fees

3.7 When you are selling **and** purchasing a property actual expenditure for legal and professional fees such as surveys, stamp duty and estate agents fees are reimbursed to a maximum grant level of £3,000.

procedure

- 3.8 If you are only selling or only purchasing a property, you can claim legal and professional fees such as surveys, stamp duty and estate agents fees up to a maximum of £2,000.
- 3.9 Where you are moving from one rented property to another, assistance is available towards legal and other professional fees up to a maximum of £200.
- 3.10 To reclaim your expenditure for legal, preparation and other fees, you must submit your receipted VAT invoices with a completed and authorised claim form PD04 and send it to the Human Resources Department.

3.11 Resettlement Allowance

- 3.12 You can also claim resettlement allowance for any additional expenses associated with relocating. For example, lodging expenses when you are maintaining two homes, travel home at weekends, daily travel, storage charges, preparation fees, interest charges connected with bridging a loan and expenditure on adaptations of furniture, fittings, carpets and curtains etc. you can claim up to a maximum of £5,000.
- 3.13 Travel costs will be reimbursed at second class rail fare or at the current mileage rate set out in the Grey or Green books or Service policies, as appropriate.
- 3.14 The resettlement allowance should not allow for any degree of betterment and money received for items sold (on a like for like basis) when the former property is disposed of, should be taken into account.
- 3.15 To reclaim resettlement allowance, you must submit your receipted VAT invoices with a completed and authorised claim form PD04 and send it to the Human Resources Department. To qualify for reimbursement, the appropriate Assistant Director must be

procedure

satisfied that the expense has been incurred as a direct result of the relocation. Luxury items are not included.

3.16 Repayment of Grant on leaving ESFRS

3.17 You are required to repay your grant if, for any reason, you end your employment with ESFRS within 2 years of your start date with ESFRS. You sign up to this condition and give authorisation for ESFRS to deduct amounts owing from any monies that you are due (e.g. salary, travel etc.) on your application form when you apply for your relocation grant. If the amount of any monies due is insufficient to clear the debt, ESFRS will render an account for the balance.

3.18 The schedule of repayments is as follows:

Period of time from start date to date at which you leave ESFRS	Percentage of repayment of total grant
Within year 1	100%
Within year 2	Reducing by 1/12 th for each completed month of service beyond year 1

3.19 The Chief Fire Officer and Chief Executive has the authority to vary these repayment provisions in exceptional cases which may warrant special consideration due to unforeseeable circumstances beyond the control of the employee.

3.20 Tax Liability

3.21 All offers of relocation are subject to HM Revenue & Customs regulations. The employee is responsible for any statutory income tax and national insurance liability incurred as a result of receiving relocation expenses. As the relocation is job related,

procedure

the first £8,000 is exempt from tax provided that certain conditions are met, including that the new property is the employee's main residence. Relocation costs above £8,000 are taxable at the employee's personal rate of taxation.

- 3.22 HM Revenue & Customs has also set a time limit on relocation. Relocation must be completed before the end of the tax year (5 April) after the one in which the employee takes up his/her new position. At the time of being offered relocation assistance, the employee will be advised of the date by which his/her relocation must be completed.

ESFRS Manual Note

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appendices

4 Appendices

Appendix A – ESFRS Relocation Application Form

Appendix A - ESFRS Relocation Application Form

1) Your details	
Name:	
Home address:	
2) Particulars of new post	
Job title:	
Department/Station:	
Start date:	
3) Please state whether in your previous place of employment you:	
I. Owned your home:	<input type="checkbox"/>
II. Lived in unfurnished rented accommodation:	<input type="checkbox"/>
III. Lived in lodging/furnished rented accommodation:	<input type="checkbox"/>
IV. Lived at parent's home:	<input type="checkbox"/>
V. Other type of accommodation, please specify:	
4) Please tick (as appropriate) the details of the assistance you wish to claim under the scheme:	
Removal expenses:	<input type="checkbox"/>
Legal fees and other fees in connection with removal:	<input type="checkbox"/>
Resettlement allowance:	<input type="checkbox"/>
5) Undertaking to repay relocation grants	
<p>In accordance with the provisions of the East Sussex Fire and Rescue Service Relocation Scheme, if my employment with ESFRS terminates for any reasons I undertake to repay ESFRS in accordance with the following schedule of repayments:</p>	

Period of time from appointment date at which you leave ESFRS	Percentage repayment of total grant	
Within year 1	100%	
Within year 2	Reducing by 1/12 th for each completed month of service beyond year 1	
I authorise ESFRS to deduct from any monies that may be due to me from ESFRS on leaving its employment, monies which I have undertaken to repay as above. I understand that if the amount of any monies due to me from ESFRS is insufficient to clear the debt, Payroll will render an account for the outstanding amount. I declare that no other financial assistance towards relocation expenses is being claimed (or will be claimed) in connection with this move by me or any other person(s) in my household either from ESFRS or any other source.		
Applicants signature:		
Date:		
6) Authorisation:		
I approve the application of the above named to claim for expenses under the relocation scheme for the following amounts:		
Relocation cost	Maximum amounts, Assistant Director approval required	Amount granted
Removal costs	The lower of 2 quotes	£
Legal/Professional fees	Selling & purchasing £3000 Selling <u>or</u> purchasing £2000 Rented to rented £200	£
Resettlement allowance	Up to maximum of £5000	£
Total – must NOT exceed £10,000		£
Assistant Director's signature:		
Printed name:		
Date:		

Please send your approved form to the Human Resources Department for processing.

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By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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