

Hereford and Worcester Fire Authority

Pay Policy Statement

Introduction

The Pay Policy Statement for Hereford and Worcester Fire Authority (the Authority) covers the period 1 April 2026 to 31 March 2027. The Statement sets out the Authority's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011. It will be subject to review annually and in accordance with new legislation.

Pay Framework

Terms and conditions of employment for staff within the Authority pay framework are set nationally with any variations negotiated and agreed locally. Pay for all Authority staff is determined by the:

- Local Government Employers with the Employers' Sides of the National Joint Council (NJC) for Local Authority Fire and Rescue Services (FRSs).
- Middle Managers' Negotiating Body.
- NJC for Brigade Managers of Local Authority FRSs.
- Authority locally and Representative Bodies nationally.

Pay awards are considered annually for all staff.

Operational (Uniformed) – Salary and Remuneration

The pay structure for employees conditioned to the Scheme of Conditions of Service for Local Authority Fire and Rescue Services (Grey Book) is set using nationally agreed pay levels. Within role, "Grey Book" employees are either paid at a development or competent rate. This is dependent upon completion of the requirement of development for that role.

For operational staff, any outcome of national consultations by the Local Government Employers in negotiation with the Representative Bodies is applied in July each year.

Support Roles (Non-Uniformed) – Salary and Remuneration

The salary and remuneration levels for support staff are determined in accordance with the NJC National Agreement on Pay and Conditions of Service (Green Book).

The pay structure is aligned to the national spinal column point system. Spinal column points are configured into groups to provide incremental pay points. The incremental rises occur on 1 April, subject to national pay bargaining until the top of the spinal column is reached. Where an employee commences in post after 1 October and up to 31 March, they receive an increment six months later and then annually on 1 April.

The starting pay point for newly appointed employees (including internally appointed or promoted employees) is normally the first spinal column point of the relevant grade. There may be circumstances where it is necessary to make an offer that is at a higher point within the grade (e.g. level of relevant experience and knowledge, market forces).

The Authority utilises the national Greater London Provincial Council (GLPC) Job Evaluation scheme to determine the grade for each support role.

For support staff, any outcome of national consultations by the Local Government Employers in negotiation with the Representative Bodies is applied in April each year.

Chief Fire Officer/Chief Executive and Principal Officers – Salary and Remuneration

The NJC for Brigade Managers of Local Authority Fire and Rescue Authorities publish annually recommended minimum levels of salary applicable to Chief Fire Officers/Chief Executives employed by local authority fire and rescue authorities.

The Chief Fire Officer/Chief Executive's pay is considered by the Authority. Account is taken of relevant available information, including the salaries of Chief Officers in other comparable FRSs nationally. To support the pay review, information may be provided on inflation, earnings growth, and any significant considerations from elsewhere in the public sector.

For Brigade Managers, any outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions is applied in January each year.

The Authority has adopted the following pay levels for the Principal Officer team:

- Deputy Chief Fire Officer (DCFO) – 80.14% of Chief Fire Officer (CFO)
- Assistant Chief Fire Officer (ACFO) – 75.13% of CFO
- Assistant Chief Officer (ACO) – 80% of ACFO
- Director of Finance – 80% of ACFO

The Treasurer is part of the Director of Finance's role for which a specific honorarium is paid.

Market Forces

Where necessary, the Authority may apply market supplements for specific roles in order to ensure that it can recruit and retain the best staff. This approach will only be adopted where there is clear evidence of recruitment or retention difficulty, and any such payments will be time limited and reviewed. The Authority currently pays market supplements.

Pay Allowances, Expenses, Bonuses and Performance Related Pay

From time to time, it may be necessary to pay allowances to employees where specific circumstances require this and where it can be justified, for example to cover additional responsibilities over and above pay grades. Allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by Service policy.

When legitimately incurred in the performance of their duties, all employees are able to claim a restricted range of legitimate expenses. These are reimbursed in accordance with the relevant terms and conditions specified in the Gold, Grey or Green Book. All expenses have the usual audit requirements with the requirement to produce receipts, authorisation of all expenditure and the requirement to retain records.

The Authority does not award performance related pay nor bonuses in addition to base salary.

Honorariums

These are additional payments for work carried out over and above the job role. These payments are made at the Chief Fire Officer's discretion.

Latest National Pay Award

Annual pay awards normally take place as follows:

- Chief Officers – July.
- Non-uniformed Support staff – April.
- Uniformed staff – July.

The last annual pay award for these groups was as follows:

- Chief Officers – July 2025.
- Support staff (Non-uniformed) – April 2025.
- Uniformed staff – July 2025.

Tables 1 and 2 below detail the remuneration relating to the above groups.

Other Employment-Related Arrangements

Pension Schemes

The Service operates the following pension schemes:

- Local Government Pension Scheme (LGPS).
- 1992 Firefighter Pension Scheme (Closed to new members).
- 2006 Firefighter Pension Scheme (Closed to new members).
- Firefighters' Pension Scheme 2006 (Modified) (Closed to new members).
- The Firefighters' Pension Scheme 2015 (England).

In accordance with the Public Service Pensions Act 2013, the Authority has established a Pensions Board for the Firefighters' Pension Scheme.

New employees are automatically enrolled into the relevant occupational pension scheme as defined by their terms and conditions of employment on appointment and qualifying employees are automatically re-enrolled during their employment.

Employment Arrangements

Due to the nature and responsibilities of their role, Senior Managers are normally employed on full time, permanent employment contracts. The Service's policy and procedures with regards to recruitment of Chief Officers is set out within the Officer Employment Procedure Rules as set out in Part 4 of the Fire Authority Constitution.

When recruiting to all posts, the Authority will take full and proper account of its own Equal Opportunities, Recruitment and Redeployment Policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and the relevant policies in place at the time of recruitment.

Payments on Termination of Employment

The Authority's approach to statutory and discretionary payments on termination of employment for all staff prior to reaching normal retirement age are in accordance with the Service's Redundancy Policy and relevant terms and conditions as follows:

- Arrangements for Support and Control staff are set out within the Service's LGPS Discretions Policy Statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment), (Discretionary Compensation)

Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

- Arrangements for uniformed staff are set out within the relevant conditions of service i.e. NJC for Brigade Managers of Local Authority FRSs and the NJC for Local Authority FRSs.

The Authority agreed on 18 February 2015 the discretion to pay voluntary redundancy to all employee groups based on the number of statutory weeks x actual weekly pay, enhanced by 75%. In June 2025, the Authority amended the Scheme of Delegation to permit the Chief Fire Officer, in consultation with the Treasurer and Chairman of the Authority to approve the early retirement of any staff below the level of Area Commander/Assistant Director and provided that the pension costs payable by the Authority would not exceed £50,000. In the case of more senior staff or where the pensions costs would be above £50,000, the decision will be taken by the Policy and Resources Scrutiny Committee.

Re-employment

The Authority operates a Flexible Retirement Policy for members of the Local Government Pension Scheme where the Authority has defined a specific need, and a business case shows there are clear benefits for the Authority to offer a re-employment opportunity. Part of the business case will include whether to offer the post-out to open competition.

For members of the Firefighters' Pension Scheme 2015, the Authority allows re-employment subject to the normal recruitment process. In order to protect public funds, Government policy requires public sector pension schemes to be abated when a public servant is re-employed following retirement.

Under Rule 4K of the 1992 Firefighters' Pension Scheme, the Authority can elect not to exercise the discretion to abate and would be responsible for paying an amount equivalent to the amount that would be abated into the pension fund. When considering abatement, the Authority will take into account the following:

- Clear financial benefit to the Authority.
- Staffing requirements of the Authority, in particular any shortage of specialisms.

Mandatory Gender Pay Gap Reporting

The Authority is required to publish information regarding the Gender Pay Gap, as required under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The Equality and Gender Pay Gap Report was considered by the Audit, Scrutiny and Standards Committee in January 2026 and is published on the Service website.

Table1 Pay Grades 2026/27

Job	Remuneration		Pay Relationship to CFO (%)	Salary Range	
				Min	Max
1. Head of Paid Service					
Chief Fire Officer / Chief Executive	£177,626		Recommended by Appointments Committee		
2. Statutory Chief Officer					
Treasurer (Part of Director of Finance role) receives an additional £10,676 (10% of post holder's salary) honorarium for the extra responsibility of Treasurer.					
Monitoring Officer (Part of General Counsel, Clerk & Monitoring Officer Role).					
3. Non-Statutory Chief Officer					
Deputy Chief Fire Officer (DCFO)	£142,346		80.14		
Assistant Chief Fire Officer (ACFO)	133,448		75.13		
Assistant Chief Officer (ACO)*	109,961		61.90		
Director of Finance (excluding Treasurer role)	106,758		60.10		
General Counsel Clerk & Monitoring Officer**	106,758		60.10		
4. Deputy Chief Officer					
Assistant Director - Protection	96,370	***	54.25	£87,858	£96,370
Assistant Director - Assets	96,370	***	54.25	£87,858	£96,370
Assistant Director - Prevention	96,370	***	54.25	£87,858	£96,370
Assistant Director - Finance	76,668		43.16	£72,365	£76,668
5. Lowest Paid Employees****					
Uniformed					
Firefighter (Control)	28,865		16.25	£28,865	£36,937
Support (Non-Uniformed)					
Administrator	25,583		14.40	£25,583	£25,989

Notes:

* Includes an additional allowance of 3% of basic salary to provide flexibility to working hours when required.

** Full time equivalent salary is shown. Current post holder is part time and paid a prorated amount.

*** Includes an additional 8% enhancement to provide a higher level of fire cover responsibility and includes a 20% allowance to provide out of hours fire cover on a continuous rota system.

**** The lowest paid employees (Administrators) are employed on full time (37 hours) equivalent salaries in accordance with the minimum scale point in use within the Service grading structure. As at 1 April 2026, this is Scale 3, spinal column point 5.

The Head of Paid Service, Director of Finance, Deputy Chief Fire Officer, Assistant Chief Fire Officer and uniformed Assistant Directors are provided with a motor vehicle for work purposes. Any private use is chargeable.

The Assistant Chief Officer, Head of Legal Services and the Property & Environment Manager receive an essential mileage car user allowance in accordance with the NJC provisions.

A number of staff members including the Head of Paid Service, all statutory and non-statutory Chief Officers and all Deputy Officers are provided with a mobile phone and laptop or tablet for work purposes. Any private use is chargeable.

Table 2

Non-Uniformed Pay Grades from 1 st April 2024	Pay Range Minimum	Pay Range Maximum	No of Staff In Post		
PO7	£72,365	£76,668	0		
PO6	£65,372	£69,140	0		
PO5	£58,818	£62,406	6		
PO4	£53,107	£57,108	1		
PO3	£47,181	£50,269	7		
PO2	£42,839	£46,142	6		
PO1	£39,152	£41,771	19		
SO2	£37,280	£39,152	4		
SO1	£34,434	£36,363	10		
Scale 6	£31,537	£33,699	12		
Scale 5	£28,598	£31,022	24		
Scale 4	£26,403	£28,142	17		
Scale 3	£25,583	£25,989	14		
Total*			120		
Uniformed Pay Grades **			WT	RDS	Total
Area Commander	£67,792	£74,360	3	0	3
Group Commander	£57,743	£64,013	7	0	7
Station Commander	£50,135	£55,301	15	0	15
Station Commander Control	£47,628	£52,536	0	0	0
Watch Commander	£44,038	£48,202	57	24	81
Watch Commander Control	£41,836	£45,792	7	0	7
Crew Commander	£41,322	£43,104	37	56	93
Crew Commander Control	£39,256	£40,949	5	0	5
Firefighter ***	£30,384	£38,881	122	267	389
Firefighter Control ****	£28,865	£36,937	11	0	10
Total			264	347	610

NOTES: Number of staff in post is as at 05 January 2026 and is based on people in their substantive roles.

These figures are headcount not full time equivalent.

*Includes fixed term contracts, one at scale three, two at scale four, two at scale five, one at scale six, one at scale PO2

** On Call employees have a different pay structure to Wholetime –

a retaining fee of either 8%, 9.5%, 11%, 11.5% or 12% of the equivalent Wholetime rate, depending on cover, plus the same hourly rate as Wholetime.

*** Includes twelve fixed term Wholetime Firefighter contracts

****Includes one fixed term Firefighter (Control) contract

