

# Hereford & Worcester Fire Authority

## Pay Policy Statement

### **Introduction**

The Pay Policy Statement for Hereford and Worcester Fire Authority (the Authority) covers the period 1 April 2023 to 31 March 2024. 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 for Local Authority Fire and Rescue Services;
- the Middle Managers' Negotiating Body;
- the NJC for Brigade Managers of Local Authority Fire and Rescue Services;
- the 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) provides a three point pay structure at Firefighter level and a two point pay structure for all other roles. Rates of pay are based on defined stages of development such as training, development and competent pay levels. After all the applicable functions have been assessed as having been achieved, competence is deemed to have been demonstrated and competent salary rate applied.

The Authority pay framework for operational staff was reviewed in 2003 and implemented in December 2003 following a rank-to-role exercise in line with national guidance, with the grade for each role being determined by a consistent job evaluation process.

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 National Joint Council for Local Government Services (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 new employees (including internally appointed or promoted employees) should normally be the first point of the appropriate 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 pay framework for support staff was implemented in 2003 in line with national guidance, with the grade for each role being determined by the national Greater London Provincial Council (GLPC) Job Evaluation scheme. The Scheme was developed to support Local Authorities in carrying out their obligations under the national agreement on single status. The national agreement required all Local Authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

The grading structure was reviewed and implemented in 2012 for support Senior Management posts, PO3 and above.

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 National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Authorities will 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 Fire and Rescue Services 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 the best staff. This approach will only be adopted where there is clear evidence of recruitment 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**

There are a number of allowances paid 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.

### **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.

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.

### **Latest National Pay Award**

Annual pay awards normally take place as follows:

- Chief Officers' – January
- Non-uniformed Support staff – April
- Uniformed staff - July

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

- Chief Officers – January 2021
- Non-uniformed Support staff - April 2022
- Uniformed staff - July 2021

Appendix 1 and 2 details 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 Firefighter's Pension Scheme.

New employees are automatically enrolled to 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 Fire and Rescue Services and the NJC for Local Authority Fire and Rescue Services.

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%. On the 8 October 2015, the Authority extended the Scheme of Delegation to permit the Chief Fire Officer to approve early retirements, in consultation with the Chair of the Authority and Treasurer, in the case of employees whose salary is less than £45,000 to include Officers at Station Commander role, subject to the pension costs still not exceeding £45,000. Where it is above £45,000 the decision will be taken by the Policy and Resources 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 has been considered by the Audit and Standards Committee in January 2022 and is published on the Service website.

Pay Grades 2023/24 Job	Remuneration		Pay Relationship to CFO (%)	Salary Range	
				Min	Max
<b>1. Head of Paid Service</b>					
Chief Fire Officer / Chief Executive	£135,674		Recommended by Appointments Committee		
<b>2. Statutory Chief Officer</b>					
Treasurer (Part of Director of Finance role) receives an additional £3,000 honorarium for the extra responsibility of Treasurer Monitoring Officer (Part of Head of Legal Services role)					
<b>3. Non-Statutory Chief Officer</b>					
Deputy Chief Fire Officer (DCFO)	£108,728		80.14		
Assistant Chief Fire Officer (ACFO)	£101,931		75.13		
Assistant Chief Officer (ACO)	£81,545		60.10		
Director of Finance (excluding Treasurer role)	£81,545		60.10		
Head of Legal Services *	£69,771		51.43	£65,856	£69,771
<b>4. Deputy Chief Officer</b>					
Assistant Director - Protection	£79,920	**	58.91	£72,861	£79,920
Assistant Director - Response	£79,920	**	58.91	£72,861	£79,920
Assistant Director - Assets	£79,920	**	58.91	£72,861	£79,920
Assistant Director - Prevention	£67,136		49.48	£65,856	£69,771
Head of Finance (Chief Accountant)	£67,136	***	49.48	£65,856	£69,771
<b>5. Lowest Paid Employees ****</b>					
<b>Uniformed</b>					
Firefighter (Control)	£22,981		16.94	£22,981	£30,632
<b>Non-Uniformed</b>					
Administrator	£21,575		15.90	£21,575	£21,968

**Notes:**

\* 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.

\*\*\* includes a temporary uplift to Scale PO7

\*\*\*\* 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 2022, 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 Assistant Director of Prevention 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 for work purposes. Any private use is chargeable.

Non-Uniformed Pay Grades from 1 <sup>st</sup> April 2022*	Pay Range Minimum	Pay Range Maximum	No of Staff In Post		
PO7	£65,856	£69,771	2		
PO6	£59,491	£62,921	0		
PO5	£53,527	£56,793	5		
PO4	£48,330	£51,971	1		
PO3	£42,503	£45,495	4		
PO2	£38,296	£41,496	5		
PO1	£34,723	£37,261	18		
SO2	£32,909	£34,723	6		
SO1	£30,151	£32,020	14		
Scale 6	£27,344	£29,439	11		
Scale 5	£24,496	£26,845	24		
Scale 4	£22,369	£24,054	17		
Scale 3	£21,575	£21,968	23		
<b>Total</b>			<b>130</b>		
Uniformed Pay Grades **			<b>WT</b>	<b>RDS</b>	<b>Total</b>
Area Commander	£56,220	£61,667	3	0	3
Group Commander	£47,887	£53,086	9	0	9
Station Commander	£41,578	£45,861	19	0	19
Station Commander Control	£39,499	£43,568	1	0	1
Watch Commander***	£36,521	£39,974	66	17	83
Watch Commander Control	£34,695	£37,975	3	0	3
Crew Commander ****	£34,269	£35,747	31	44	75
Crew Commander Control	£32,556	£33,960	9	0	9
Firefighter	£24,191	£32,244	108	298	406
Firefighter Control	£22,981	£30,632	14	0	14
<b>Total</b>			<b>263</b>	<b>359</b>	<b>622</b>

**NOTES:** Number of staff in post is as at 31 December 2022 and is based on people in their substantive roles. These figures are headcount not full time equivalent.

\*Includes Fixed Term Contracts, six at Scale 3, two at scale 5, one at scale 6

\*\* 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 one fixed term Wholetime Watch Commander contract and one secondee

\*\*\*\* Includes three fixed term Wholetime Crew Commander contracts and one secondee

## Grades and staff in post

