

Hereford & Worcester Fire Authority

Pay Policy Statement

Introduction

Pay for all Hereford & Worcester Fire 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 Fire and Rescue Authority locally and representative bodies nationally. Pay awards are considered annually for all staff.

Pay Framework

Terms and conditions of employment for staff within the Fire Authority pay framework are set nationally with any variations negotiated and agreed locally.

Pay grades and progression

For uniformed staff, new firefighters will be appointed to the trainee rate of pay. Once their initial training has been completed, the employee will move to development rate of pay and once they have successfully completed their development programme, they will move to competent rate of pay. Existing employees who are promoted will commence on development rate of pay and will move to competent rate of pay upon completion of the workplace assessment.

For non-uniformed support staff, new employees will usually be appointed to the bottom of the scale point / pay grade for the relevant grade. There are occasions when a higher scale point is offered where the employee comes from a role that is paid at a higher level **and** they have additional skills and experience required of the post.

Grades contain between 3 and 6 increments. Progression through each scale point is on an annual basis. The date of progression is normally 1st April each year until the top of the grade is reached. However where an employee commences in post after 1 October they will receive an increment six months later and then annually on 1st April.

Market forces

Where necessary the Service 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 annually. We do not currently pay any market supplements.

Pay allowances

There are a number of allowances paid to employees where specific circumstances require this and where it can be justified. Such allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by Service policy.

Non Uniformed Support Staff

The HWFRS pay framework for non-operational 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 in 2012 for non-uniformed senior management posts, PO3 and above.

For non-uniformed support staff any outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions is applied in April each year.

Uniformed Staff

The HWFRS pay framework for operational staff was 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 Trade Unions is applied in July each year.

Chief Fire Officer /Chief Executive's Pay

The Chief Fire Officer/Chief Executive's pay is considered by the Fire and Rescue 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. The last review of the Chief Fire Officer's pay was in September 2007.

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

- Deputy Chief Fire Officer (DCFO) – 80% of CFO
- Assistant Chief Fire Officer (ACFO) – 75% of CFO
- Director of Finance and Assets – 80% of ACFO

The Treasurer is part of the Director of Finance and Assets' role for which a specific honorarium is paid and this is reviewed periodically.

Latest National Pay Award

Annual pay awards 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 2009
- Non-uniformed support staff - April 2013
- Uniformed staff - July 2013

Appendix 1 and 2 details the remuneration relating to the above groups.

Other employment-related arrangements

Local Government Pension Scheme

Subject to qualifying conditions, non-uniformed employees are entitled to join the Local Government Pension Scheme (LGPS). The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 7.5 per cent of pensionable pay depending on full time equivalent salary levels.

Firefighter pension schemes.

The 1992 Firefighter pension scheme closed to new members in 2006. The employee contribution rates for the 1992 Firefighter pension scheme, which are defined by statute, currently range between 11.0 per cent and 15.0 per cent of pensionable pay depending on full time equivalent salary levels.

Subject to qualifying conditions, uniformed staff are entitled to join the New Firefighters Pension Scheme 2006 (NFPS). The employee contribution rates for the NFPS, which are defined by statute, currently range between 8.5 per cent and 11.1 per cent of pensionable pay depending on full time equivalent salary levels.

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 Service 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 Services' 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 non-uniformed 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.

Where the employee's salary or the cost of the termination of employment is below £45,000 this decision is delegated to the CFO in consultation with the Chair of the Fire Authority. Where it is above £45,000 the decision will be taken by the Policy & Resources Committee.

The Service operates a flexible retirement policy which was agreed by the Policy and Resources Committee of the FRA at its meeting on 25 January 2012. This policy applies to all staff in the Local Government Pension Scheme (LGPS), the Firefighters Pension Scheme (FPS) and the New Firefighters Pension Scheme (NFPS). The Fire Authority offers re-engagement as an option to fill specific post(s) where there is a shortage of skills/experience within the remaining workforce.

Where the Authority has defined a specific need a business case must be produced by the relevant Head of Department showing that 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.

Appendix 2 Pay Grades 2014/15

Job	Remuneration	Pay Relationship to CFO	Salary Range	
			Min	Max
1. Head of Paid Service				
Chief Fire Officer / Chief Executive	£121,254	Set by Appointments Committee		
2. Statutory Chief Officer				
Treasurer (Part of Director of Finance and Assets role) receives an additional £3,000 honorarium for the extra responsibility of Treasurer				
Monitoring Officer (Part of Head of Legal Services role)				
3. Non Statutory Chief Officer				
Deputy Chief Fire Officer (DCFO)	£97,003	0.80		
Assistant Chief Fire Officer (ACFO)	£90,940	0.75		
Director of Finance & Assets (excluding Treasurer role)	£72,752	0.60		
Head of Legal Services	£53,789	0.44	£50,765	£53,789
4. Deputy Chief Officer				
Area Commander Community Safety & Training	£71,946 *	0.59	£65,002	£71,946
Area Commander Operations	£71,946 *	0.59	£65,002	£71,946
Area Commander Operations Support	£71,946 *	0.59	£65,002	£71,946
Head of Assets	£51,769	0.43	£50,765	£53,789
Head of Corporate Services	£51,769	0.43	£50,765	£53,789
Head of Human Resources	£49,350 **	0.41	£45,506	£48,385
Finance Manager	£42,930	0.35	£42,032	£45,647
5. Lowest Paid Employees ***				
Uniformed				
Firefighter (Control)	£21,357	0.18	£20,504	£27,328
Non Uniformed				
Receptionist	£14,880	0.12	£14,013	£15,598

Notes:

*** includes 20% allowance to provide out of hours fire cover on a continuous rota system**

Includes an additional 8% enhancement to provide a higher level of fire cover responsibility

**** Pay protected**

***** The lowest paid workers are paid in accordance with their job evaluation score which matches across to Scale 2 of the Service's Pay and Grading structure which is the lowest grade**

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

The Head of Paid Service, all statutory and non-statutory Chief Officers and all Deputy Officers are provided with a mobile phone and iPad for work purposes. Any private use is chargeable.

Appendix 3 - Other Main Pay Grades

Grade	Pay Range Minimum	Pay Range Maximum	No. of Staff in Post
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Non Uniformed Pay Grades

PO7	£56,377	£59,829	0
PO6	£50,765	£53,789	3
PO5 *	£45,506	£48,385	2
PO4 *	£40,923	£44,133	3
PO3 *	£35,784	£38,422	2
PO2	£32,072	£34,894	2
PO1	£28,922	£31,160	11
SO2	£27,323	£28,922	5
SO1	£24,892	£26,539	17
Scale 6	£22,443	£23,945	19
Scale 5	£19,817	£21,734	12
Scale 4	£17,333	£19,317	9
Scale 3	£15,882	£16,998	29
Scale 2	£14,013	£15,598	2
Scale 1	£12,266	£13,725	0
			116

Uniformed Pay Grades **

			WT	RDS	Total
Area Commander	£50,156	£55,018	3		3
Group Commander	£42,723	£47,361	5		5
Station Commander	£37,096	£40,915	21		21
Station Commander Control	£35,241	£38,869	1		1
Watch Commander	£32,582	£35,664	52	27	79
Watch Commander Control	£30,953	£33,881	2		2
Crew Commander	£30,574	£31,892	37	56	93
Crew Commander Control	£29,045	£30,297	5		5
Firefighter	£21,583	£28,766	181	312	493
Firefighter Control	£20,504	£27,328	14		14
			321	395	716

* 5 employees are protected on the old salary levels

** Pay based on wholetime equivalents. Includes retained duty staff

Appendix 4 - Grades and Staff in Post

CFO	1
DCFO	1
ACFO	1
Director of Finance & Assets	1
PO7	0
PO6	3
PO5	2
PO4	3
PO3	2
PO2	2
PO1	11
SO2	5
SO1	17
Scale 6	19
Scale 5	12
Scale 4	9
Scale 3	29
Scale 2	2
Scale 1	0
Area Commander	3
Group Commander	5
Station Commander	21
Station Commander Control	1
Watch Commander	79
Watch Commander Control	2
Crew Commander	93
Crew Commander Control	5
Firefighter	493
Firefighter Control	14

