

## **Hereford & Worcester Fire Authority Pay Policy Statement**

### **Introduction**

Pay for all Hereford & Worcester Fire Authority (H&WFA) 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 has additional skills and experience required for the post.

For grades containing between 3 and 5 increments, progression through each scale point is on an annual basis. However, where an employee commences in post after 1<sup>st</sup> October and up to 31<sup>st</sup> March, they will receive an increment six months later and then annually on 1<sup>st</sup> April. The date of progression is normally 1<sup>st</sup> April each year until the top of the grade is reached.

### **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 currently pay market supplements.

### **Pay Allowances**

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**

A one off additional payment for work carried out over and above the job role. This payment is at the CFO's discretion.

### **Non Uniformed Support Staff**

The H&WFA pay framework for non-uniformed 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 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 H&WFA 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 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 November 2017 where it was agreed that;

- (i) there be no changes made to salary of the Chief Fire Officer at this time;
- (ii) the Chief Fire Officer and other Principal Officers continue to receive annual pay awards (if any) as recommended by the National Joint Council; and
- (iii) a further review be undertaken in 2 years' time.

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

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

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

## **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 2017
- Non-uniformed support staff - April 2017
- Uniformed staff - July 2017

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

## **Other Employment-Related Arrangements**

### **Pension Schemes**

These are the pension schemes that we operate for our employees:

- Local Government Pension Scheme (LGPS)
- 1992 Firefighter Pension Scheme
- 2006 Firefighter Pension Scheme
- Firefighters' Pension Scheme 2006 (Modified)
- 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.

### **Employment Arrangements**

Due to the nature and responsibilities of their role, Senior Managers are normally employed on full time permanent employment contracts. The Services' 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 Services' Redundancy Policy and relevant terms and conditions as follows:-

- Arrangements for non-uniformed staff are set out within the Services' 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 a 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 CFO to approve early retirements, in consultation with the Chairman and Treasurer, in the case of employees whose salary is less than £45,000 to include Officers at Station Commander rank subject to the pension costs still not exceeding £45,000. 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 all relevant pension schemes. The Fire Authority offers re-employment 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.

### **Mandatory Gender Pay Gap Reporting**

Hereford & Worcester Fire Authority are required to publish information regarding the Service's Gender Pay Gap, as required under new Equality and Discrimination legislation.

The Gender Pay Gap Report has been considered by the Audit and Standards Committee on 24<sup>th</sup> January 2018 and then published.

## Appendix 2

| Pay Grades 2018/19<br>Job   | Remuneration | Pay Relationship to CFO (%)           | Salary Range |         |
|---|--------------|---------------------------------------|--------------|---------|
|   |              |                                       | Min          | Max     |
| 1. Head of Paid Service   |              |                                       |              |         |
| Chief Fire Officer / Chief Executive  | £125,959     | Recommended by Appointments Committee |              |         |
| 2. Statutory Chief Officer  |              |                                       |              |         |
| 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)  |              |                                       |              |         |
| 3. Non Statutory Chief Officer  |              |                                       |              |         |
| Deputy Chief Fire Officer (DCFO)  | £100,942     | 80.14                                 |              |         |
| Assistant Chief Fire Officer (ACFO)   | £ 94,633     | 75.13                                 |              |         |
| Director of Finance (excluding Treasurer role)  | £ 75,706     | 60.10                                 |              |         |
| Head of Legal Services  | £ 64,875 *   | 51.50                                 | £58,775      | £62,375 |
| 4. Deputy Chief Officer   |              |                                       |              |         |
| Area Commander Service Delivery   | £74,199 **   | 58.91                                 | £67,643      | £74,199 |
| Area Commander Community Risk & Training  | £74,199 **   | 58.91                                 | £67,643      | £74,199 |
| Area Commander Operations Support   | £74,199 **   | 58.91                                 | £67,643      | £74,199 |
| Area Commander (Police Collaboration) (temporary)   | £68,702 ***  | 54.54                                 | £62,633      | £68,702 |
| Head of Corporate Services  | £67,375 *    | 53.49                                 | £58,775      | £62,375 |
| Finance Manager   | £47,589      | 37.78                                 | £43,821      | £47,589 |
| 5. Lowest Paid Employees****  |              |                                       |              |         |
| Uniformed   |              |                                       |              |         |
| Firefighter (Control)   | £22,224      | 17.64                                 | £21,336      | £28,437 |
| Non Uniformed   |              |                                       |              |         |
| Administrator   | £16,781      | 13.32                                 | £16,781      | £17,772 |

**Notes:**

**\* includes an allowance for additional duties.**

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

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

**\*\*\*\* The lowest paid workers (administrators) are paid in accordance with their job evaluation score which matches across to Scale 3 of the Services' 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 and Area Commanders are provided with a motor vehicle for work purposes. Any private use is chargeable.**

**The Head of Legal Services and the Head of Corporate Services receive an essential mileage car user allowance in accordance with the NJC provisions.**

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

## Other Main Pay Grades

|                           | Grade | Pay Range<br>Minimum | Pay Range<br>Maximum | No of<br>Staff<br>In Post |            |              |
|---------------------------|-------|----------------------|----------------------|---------------------------|------------|--------------|
| Non Uniformed Pay Grades  |       |                      |                      |                           |            |              |
| PO7                       |       | £58,775              | £62,375              | 2                         |            |              |
| PO6                       |       | £52,924              | £56,077              | 1                         |            |              |
| PO5                       |       | £47,442              | £50,443              | 1                         |            |              |
| PO4 *                     |       | £42,663              | £46,010              | 1                         |            |              |
| PO3                       |       | £37,306              | £40,057              | 3                         |            |              |
| PO2                       |       | £33,437              | £36,379              | 1                         |            |              |
| PO1                       |       | £30,153              | £32,486              | 17                        |            |              |
| SO2                       |       | £28,485              | £30,153              | 4                         |            |              |
| SO1                       |       | £25,951              | £27,668              | 10                        |            |              |
| Scale 6                   |       | £23,398              | £24,964              | 13                        |            |              |
| Scale 5                   |       | £20,661              | £22,658              | 16                        |            |              |
| Scale 4                   |       | £18,070              | £20,138              | 8                         |            |              |
| Scale 3                   |       | £16,781              | £17,772              | 32                        |            |              |
| <b>Total</b>              |       |                      |                      | <b>109</b>                |            |              |
|                           |       |                      |                      |                           |            |              |
| Uniformed Pay Grades **   |       |                      |                      | <b>WT</b>                 | <b>RDS</b> | <b>Total</b> |
| Area Commander            |       | £52,194              | £57,252              | 3                         |            | 3            |
| Group Commander           |       | £44,458              | £49,284              | 8                         |            | 8            |
| Station Commander         |       | £38,602              | £42,576              | 16                        |            | 16           |
| Station Commander Control |       | £36,672              | £40,447              | 1                         |            | 1            |
| Watch Commander           |       | £33,905              | £37,112              | 49                        | 19         | 68           |
| Watch Commander Control   |       | £32,210              | £35,256              | 2                         |            | 2            |
| Crew Commander ***        |       | £31,816              | £33,187              | 38                        | 54         | 92           |
| Crew Commander Control    |       | £30,225              | £31,528              | 5                         |            | 5            |
| Firefighter ****          |       | £22,459              | £29,934              | 120                       | 309        | 429          |
| Firefighter Control ***** |       | £21,336              | £28,437              | 14                        |            | 14           |
| <b>Total</b>              |       |                      |                      | <b>256</b>                | <b>382</b> | <b>638</b>   |

\* 1 employee is protected on the old salary levels

\*\* These figures are headcount not full time equivalent. Retained duty system employees have a different pay structure to wholetime – a retaining fee of 7½% or 10% of the equivalent wholetime rate, depending on cover, plus the same hourly rate as wholetime.

\*\*\* This number includes 6 Crew Commanders who are on a trial fixed term contract for 6 months

\*\*\*\* This number includes 5 Firefighters who are on fixed term contracts

\*\*\*\*\* This number includes 1 contingent firefighter

**NOTES:** Number of staff in post is as at 15th January 2018 and is based on people in their substantive roles.

## Grades and staff in post

