

## **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 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 H&WFA 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.

Each grade contains between 3 and 5 scale point increments, progression through each scale point is on an annual basis. However where an employee commences in post after 1<sup>st</sup> October 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. Whilst these have been paid in the past, market supplements are not currently being paid however; these continue to be considered when recruiting for more specialist positions.

#### **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.

#### **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.

## **Appendix 1**

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 Service's 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 (CFO)/Chief Executive's pay is considered by H&WFA. Account is taken of relevant available information, including the salaries of Chief Officers in other comparable Fire and Rescue Authorities nationally. To support the pay review, information may be provided on inflation, earnings growth and any significant considerations from elsewhere in the public sector.

New Gold Book conditions of Service were introduced in 2007. NJC pay awards were awarded in January 2008, January 2009 and January 2014. The January 2014 award was £1,000 for the Chief Fire Officer and 1 per cent for other Principal Officers. As a result of the 2014 pay award the following the percentage pay differentials were reported to the Policy & Resources Committee on 10 September 2014:

- Deputy Chief Fire Officer (DCFO) – 80.14% of CFO
- Assistant Chief Fire Officer (ACFO) – 75.13% of CFO
- Director of Finance and Assets – 60.10% of CFO

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 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 2014
- Non-uniformed support staff - January 2015
- Uniformed staff - July 2014

Appendix 2 and 3 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 12.5 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 17.0 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 10.4 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels.

The Firefighters Pension Scheme 2006 (NFPS) will be closed to new members from April 2015 and a new Fire 2015 scheme is being introduced. Subject to qualifying conditions uniformed employees will be entitled to join. The defined employee contribution rates will range from 10 per cent to 14.5 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 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 H&WFA 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.

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

## **Appendix 1**

H&WFA. 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 H&WFA 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). H&WFA offers re-employment as an option to fill specific post(s) where there is a shortage of skills/experience within the remaining workforce.

Where H&WFA 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 Service 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 2015/16

Job	Remuneration		Pay Relationship to CFO	Salary Range	
				Min	Max
1. Head of Paid Service					
Chief Fire Officer / Chief Executive	£122,255		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)	£97,974		0.8014		
Assistant Chief Fire Officer (ACFO)	£91,849		0.7513		
Director of Finance & Assets (excluding Treasurer role)	£73,480		0.6010		
Head of Legal Services	£54,972		0.45	£51,881	£54,972
4. Deputy Chief Officer					
Area Commander / Director of Service Delivery (temporary)	£84,000	*	0.69	£65,653	£72,016
Area Commander Community Risk & Training	£72,016	**	0.59	£65,653	£72,016
Area Commander Operations Support	£72,016	**	0.59	£65,653	£72,016
Area Commander Operations	£60,790	***	0.50	£60,790	£66,682
Head of Assets	£53,899		0.44	£51,881	£54,972
Head of Corporate Services	£57,617	****	0.47	£51,881	£54,972
HR Strategy Manager	£50,435	*****	0.41	£46,507	£49,450
HR & Development Manager	£39,267		0.32	£36,571	£39,267
Finance Manager	£44,794		0.36	£42,957	£46,652
5. Lowest Paid					
Employees*****					
Uniformed	£21,571		0.18	£20,709	£27,601
Non Uniformed					
Receptionist	£15,941		0.13	£14,321	£15,941

**Notes:**

**\* 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 an added responsibility temporary arrangement.**

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**\*\*\*\* includes an added responsibility temporary arrangement.**

**\*\*\*\*\* pay protected.**

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

**The Head of Paid Service, Director of Finance & Assets, 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 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		
<b>Non Uniformed Pay Grades</b>						
PO7		£57,617	£61,146	0		
PO6		£51,881	£54,972	3		
PO5 *		£46,507	£49,450	2		
PO4 *		£41,823	£45,104	2		
PO3 *		£36,571	£39,267	3		
PO2		£32,778	£35,662	2		
PO1		£29,558	£31,846	11		
SO2		£27,924	£29,558	7		
SO1		£25,440	£27,123	15		
Scale 6		£22,937	£24,472	15		
Scale 5		£20,253	£22,212	11		
Scale 4		£17,714	£19,742	7		
Scale 3		£16,231	£17,372	27		
Scale 2		£14,321	£15,941	0		
Total				<b>105</b>		
Uniformed Pay Grades **				<b>WT</b>	<b>RDS</b>	<b>Total</b>
Area Commander		£50,658	£55,568	3		3
Group Commander		£43,150	£47,835	7		7
Station Commander		£37,467	£41,324	18		18
Station Commander Control		£35,594	£39,258	1		1
Watch Commander		£32,908	£36,021	47	23	70
Watch Commander Control		£31,263	£34,220	2		2
Crew Commander		£30,880	£32,211	35	52	87
Crew Commander Control		£29,336	£30,600	4		4
Firefighter		£21,799	£29,054	177	310	487
Firefighter Control		£20,709	£27,601	16		16
Total				<b>310</b>	<b>385</b>	<b>695</b>

\* 4 employees are protected on the old salary levels

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

**NOTES** - Number of staff in post is at 16th January 2015 and are based on people in their substantive roles. From 2015 there is no longer a scale 1 pay grade.

## Appendix 4

Grades and Staff in Post

