

North Wales Fire and Rescue Authority Pay Policy Statement 2020/21

1.0 Introduction

1.1 North Wales Fire and Rescue Authority's (the Authority) primary role is to:

- perform all the duties and responsibilities of a Fire and Rescue Authority in accordance with appropriate legislation and regulations, in particular the [Fire and Rescue Services Act 2004](#), and the [Regulatory Reform \(Fire Safety\) Order 2005](#) (which came into force on 1 October 2006), and the [1995 Combination Scheme](#);
- agree the annual service plans the revenue and capital budgets and the contribution for the constituent councils; and
- monitor the revenue and capital budgets and deal with any significant variations, including decisions on any supplementary contributions.

1.2 In order to fulfil its role, the Authority appoints staff to undertake duties on its behalf and in doing so must follow all relevant employment legislation. The Authority also follows a number of key principles which ensure affordability, equal pay, transparency and support for low pay.

1.3 The purpose of this document is to meet the Authority's legal obligations under the Localism Act 2011 and to provide information regarding the Authority's approach to setting the pay of its employees. It provides information on the remuneration of Chief Officers and employees on the lowest pay scale. It also provides information on the methods by which salaries are determined for all staff.

1.4 The document covers the period 1 April 2020 - 31 March 2021 and provides a framework for decision making on pay and in particular decision making on senior pay.

1.5 The Pay Policy Statement is an annual document prepared and approved by the Authority prior to the commencement of the financial year to which it relates.

2.0 Legislative framework

2.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement from 2012/13 and for each financial year after that. The Act also requires the Authority to have due regard for any guidance issued by Welsh Ministers. The Welsh Government issued guidance in May 2017, "Pay Accountability in Local Government in Wales".

- 2.2 The Act defines remuneration widely and includes pay, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.
- 2.3 In determining the pay and remuneration of all its employees, the Authority is required to comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and, where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.4 The Authority ensures that there is no pay discrimination within its pay structures to meet its obligations under the equal pay requirements of the Equality Act 2010. Job evaluation processes are embedded across the organisation to ensure that pay differentials between employees can be objectively justified and salaries directly relate to the requirements, demands and responsibilities of the role.

3.0 Decision making including consideration of value for money

- 3.1 This policy applies to all North Wales Fire and Rescue Authority employees.
- 3.2 The Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:
- National Joint Council (NJC) for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (Gold Book)
 - Joint Negotiating Committee for Chief Officers of Local Authorities; Constitution, Conditions of Service, Salaries (Blue Book)
 - National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book)
 - National Joint Council (NJC) for Local Government Services (Green Book).
- 3.3 Pay levels are reviewed annually through these collective bargaining arrangements and any “cost of living” award associated with contractual conditions is implemented upon receipt of notification from the relevant negotiating body.
- 3.4 The Authority will consider any contractual ‘cost of living’ award for its chief officers in the context of similar decisions on lower paid employees and in accordance with the outcome of collective bargaining outlined above.
- 3.5 All roles conditioned to the NJC for Local Government Services are subject to the Authority’s job evaluation scheme which objectively assesses each role on creation of a new post, changes to existing posts or at periodic intervals to determine a fair remuneration pay grade comparable across this group of staff. On voluntary cessation of their duties no additional payments will be made.

3.6 In accordance with the constitution, the Authority is responsible for approving the annual financial budget including the affordability of employee costs.

4.0 Role of the Chief Fire Officer

4.1 The Chief Fire Officer is the Head of Paid Service and is responsible for the Service. The role is a full time appointment and the post holder is appointed on merit following an open competition. The selection process is overseen by an Appointment Panel comprising of members of the Authority.

4.2 The Chief Fire Officer works closely with elected members to deliver the strategic aims of the Authority. The organisation has an annual revenue budget of approximately £35 million and a capital budget of £3 million and is responsible for a wide range of services under the Fire and Rescue Services Act 2004, employing some 885 staff.

4.3 The current Chief Fire Officer is Simon Smith who took up the post 1 October 2000.

5.0 Chief Fire Officer's Pay

5.1 The Authority's pay policy for the remuneration of chief officers, including the Chief Fire Officer, is aligned to the National Joint Council arrangements. Under these arrangements, Brigade Manager pay is reviewed annually at national level which provides the minimum salary for chief fire officers.

5.2 Remuneration of chief officers on appointment will be to the single point market-related base pay prevailing at the time of appointment and approved by the full Authority. In addition, a car will be provided in order to carry out the roles. The remuneration of the Chief Fire Officer is also subject to an independent pay review undertaken on a periodical basis. This process benchmarks the chief officer salary levels against relevant comparators in other fire and rescue authorities, and the wider employment market place.

5.3 The remuneration of chief officers is also subject to an independent pay review undertaken on a periodical basis. This process benchmarks the chief officer salary levels against relevant comparators in other fire and rescue authorities, and the wider employment market place.

5.4 The Authority does not pay any bonuses or additional enhancements such as performance related pay. On voluntary cessation of their duties no additional payments will be made to chief officers.

5.5 Following resignation or retirement from their duties no additional payments will be made other than those due for salary purposes or payments made to an individual in line with the appropriate pension scheme on retirement. Such payments may include salary paid in lieu of notice, pension benefit entitlements and holiday pay.

- 5.6 In circumstances where a severance package is being considered upon an agreed cessation of duties other than for the reasons outlined above, the full Authority will be offered the opportunity to vote before any severance package is approved for chief officers.
- 5.7 Information on the remuneration of chief officers is published as part of North Wales Fire and Rescue Authority's annual Statement of Accounts. These are published on the Authority's website.
- 5.8 Business expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the organisation's travel and subsistence policy which is applicable to all employees.
- 5.9 Chief officers are members of the relevant pension scheme. The Authority does not permit increases or enhancements to the pension outside of standard arrangements.
- 5.10 The notice period for chief officer roles is 3 months.

6.0 Senior Staff

- 6.1 For the purposes of this Pay Policy Statement the term "chief officer" is not limited to Head of Paid Service and includes those who report directly to the Chief Fire Officer. This includes the Monitoring Officer, the Section 151 Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officers and Assistant Chief Officers.
- 6.2 These posts are covered by a range of terms and conditions:

| Employee Group | Terms and Conditions | Benefits in Kind | Pension arrangements |
|---------------------------------|--|-----------------------------------|--|
| Chief Fire Officer | Gold Book | Car with private and business use | Local Government Pension Scheme |
| Monitoring Officer | Provided by Flintshire County Council under a contracted out arrangement | | |
| Treasurer (section 151 officer) | Part time contract negotiated outside of national terms and conditions. | | |
| Deputy Chief Fire Officer | Gold Book | Car with private and business use | Local Government Pension Scheme or Firefighters' Pension Scheme |
| Assistant Chief Fire Officer | Gold Book | Car with private and business use | Firefighters' Pension Scheme |
| Assistant Chief Officer | Blue Book | Car with private and business use | Local Government Pension Scheme |

7.0 Talent management

7.1 The Authority's strategic focus is on supporting and improving the quality of leadership in the Service. This includes developing the capacity of existing management teams, planning the development of future leaders, championing leadership values throughout the organisation and attracting effective leaders, where appropriate, from other sectors.

8.0 Performance related pay

8.1 There is currently no performance related pay scheme in operation for any role across the Service.

9.0 Remuneration of other staff other than chief officers

9.1 The Authority's pay policy for the remuneration of employees who are not chief officers is aligned to nationally agreed salary rates. These are agreed annually and are set out in the appendices to this report.

| Employee Group | Terms and Conditions | Benefit in Kind | Pension Arrangements |
|---|-----------------------------|----------------------------|---------------------------------|
| Flexible Duty Officers (Station Managers, Group Managers and Area Managers) | Grey Book | Lease car with private use | Firefighters' Pension Scheme |
| Firefighters | Grey Book | NONE | Firefighters' Pension Scheme |
| Apprentice Firefighters | Grey Book | NONE | Firefighters' Pension Scheme |
| Control Staff | Grey Book | NONE* | Local Government Pension Scheme |
| Fire Safety and Prevention | Green Book | NONE | Local Government Pension Scheme |
| Corporate Services | Green Book | NONE | Local Government Pension Scheme |
| Apprentices | Green Book | NONE | Local Government Pension Scheme |
| * Officers with on call duties may be provided with a lease car | | | |

9.2 The lowest paid employee is engaged on the National Joint Council (NJC) for Local Government Services (Green Book) spinal column point 15 which equates to £18,795 per annum from 1 April 2019. The Authority occasionally employs apprentices who are not included within the definition of 'lowest paid employees' as they are not employed under contracts of employment.

- 9.3 The statutory guidance under the Localism Act 2011 recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010).
- 9.4 The 2019/20 pay levels within the Authority define the multiple between the average of lowest paid (full time equivalent basic pay) employee scales and the Chief Fire Officer as 1:6.82 and between the lowest paid employee.
- 9.5 The Hutton report on fair pay in the public sector was asked to explore the case for a fixed limit on pay dispersion in the public sector, through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median salary of the whole of the Authority's workforce. The multiple between the median full time basic equivalent earnings and the Chief Fire Officer is 1:4.12 (excluding RDS). Please note this figure includes full time salaries only and excludes allowances.
- 9.6 The Authority publishes information on the remuneration of Chief Officers, the median earnings of the organisation's workforce, and the ratio between these two figures in their annual financial statement to demonstrate the relationship between the two.

10.0 Support for lower paid staff

- 10.1 All employees of the Fire and Rescue Service are paid above the living wage. A range of further support measures are offered including a cycle to work scheme, Employee Assistance Programme, counselling, Occupational Health services and childcare vouchers.
- 10.2 A physiotherapy scheme is also offered to all employees. Employees receive financial assistance to refer themselves for therapy arising from musculo-skeletal injury or other ailments.
- 10.3 A range of flexible benefits have also been introduced including corporate discounts. Non-pay benefits and rewards assist with the development of an effective employment package and utilise reward systems whereby employees are able to flex the rewards they receive so they get more of whatever element is important to them at different stages of their careers.

11.0 Additions to Salary of Other Employees

11.1 Where appropriate, and in line with national conditions of service or local agreement, individuals may receive an allowance in addition to their salary. Examples include, but are not restricted to:

- on-call or out of hours provision
- continuous availability
- additional responsibility
- rent, fuel and light allowance
- telephone allowance
- pension employer contributions
- mileage allowances.

12.0 Honoraria

12.1 An officer who performs duties outside the scope of his or her post over an extended period may be granted a one-off additional payment of an amount dependent upon the circumstances of each case. Examples include:

- where an employee temporarily carries out significant additional work over and above their usual responsibilities; or
- where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale.

12.2 Any determination relating to a proposed honoraria for chief officers would require approval by the Authority.

12.3 Decisions relating to all other staff will be considered by the appropriate Head of Department in consultation with the Assistant Chief Officer (Finance and Resources).

13.0 Exit policy

13.1 On voluntary cessation of their duties no additional payments will be made other than those due for salary purposes or payments made to an individual in line with the appropriate pension scheme on retirement. Such payments may include salary paid in lieu of notice, pension benefit entitlements, holiday pay and any performance element, fees or allowances paid.

13.2 Employees conditioned to the NJC for Local Government Services may, at the Authority's discretion be entitled to added pension and/or redundancy payments upon authority initiated early termination of employment under the Authority's discretions in relation to the Local Government Pension Scheme Regulations 1997 (as amended) and the Local Government (Early Termination of Employment) (England and Wales) Regulations 2006 (as amended) – generally referred to as the Discretionary Compensation Regulations.

13.3 The Service has a [policy for severance or exit arrangements](#).

13.4 Former employees are, on occasion, re-employed by the Fire and Rescue Service. Where the combined earnings and pension exceed the inflation adjusted final salary in the original employment the pension is subject to abatement.

14.0 Off payroll arrangements

14.1 The Authority does not routinely engage with individuals using off payroll arrangements. These are only considered on an exceptional basis for specialist pieces of work for which there is no internal capacity or expertise. The Authority has arrangements in place to ensure that the employment status indicator tool published by HMRC is completed for each supplier before payments are made.

15.0 Appendices

Appendix 1 Chief Officers' salary matrix

Appendix 2 NJC salary rates

2.1 Firefighter Roles

2.2 Retained Duty System

2.3 Control Roles

2.4 Non –operational control and junior roles

Appendix 3 NJC for local government services, salary matrix

**North Wales Fire and Rescue Service
Chief Officers Pay Rates**

| | SALARY (01/01/19) | % of CFO |
|-------|--------------------|----------|
| CFO* | £128,187 | |
| DCFO* | £99,601 | 79.5% |
| ACFO* | £92,611 | 72.2% |
| ACO | £62,424 wef 1.4.19 | 48.7% |

- includes remuneration for continuous duty arrangements

| External provision of service | Value (per annum) |
|--------------------------------------|----------------------------|
| Monitoring Officer | £20,529.49 (including VAT) |
| Section 151 Officer | £7,603 |

FIREFIGHTING ROLES - PAY RATES FROM 1 JULY 2019

| | Basic annual £ | Basic hourly rate £ | Overtime rate £ |
|------------------------|---------------------------|--------------------------------|----------------------------|
| Firefighter | | | |
| Trainee | 23,366 | 10.67 | 16.01 |
| Development | 24,339 | 11.11 | 16.67 |
| Competent | 31,144 | 14.22 | 21.33 |
| | | | |
| Crew Manager | | | |
| Development | 33,101 | 15.11 | 22.67 |
| Competent | 34,528 | 15.77 | 23.66 |
| | | | |
| Watch Manager | | | |
| Development | 35,275 | 16.11 | 24.17 |
| Competent A | 36,255 | 16.55 | 24.83 |
| Competent B | 38,611 | 17.63 | 26.45 |
| | | | |
| Station Manager | | | |
| Development | 40,161 | 18.34 | 27.51 |
| Competent A | 41,367 | 18.89 | 28.34 |
| Competent B | 44,297 | 20.23 | 30.35 |
| | | | |
| Group Manager | | | |
| Development | 46,254 | 21.12 | Not Applicable |
| Competent A | 47,641 | 21.75 | " |
| Competent B | 51,275 | 23.41 | " |
| | | | |
| Area Manager | | | |
| Development | 54,303 | 24.79 | Not applicable |
| Competent A | 55,930 | 25.54 | " |
| Competent B | 59,565 | 27.20 | " |

FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2019 (RETAINED DUTY SYSTEM)

| | (1) £ per annum | (2) £ per annum | (3) £ per Hour | (4) £ per occasion |
|------------------------|-----------------------|-----------------------|----------------------|--------------------------|
| Firefighter | | | | |
| Trainee | 2,337 | 1,168 | 10.67 | 4.10 |
| Development | 2,434 | 1,217 | 11.11 | 4.10 |
| Competent | 3,114 | 1,557 | 14.22 | 4.10 |
| | | | | |
| Crew Manager | | | | |
| Development | 3,310 | 1,655 | 15.11 | 4.10 |
| Competent | 3,453 | 1,726 | 15.77 | 4.10 |
| | | | | |
| Watch Manager | | | | |
| Development | 3,528 | 1,764 | 16.11 | 4.10 |
| Competent A | 3,626 | 1,813 | 16.55 | 4.10 |
| Competent B | 3,861 | 1,931 | 17.63 | 4.10 |
| | | | | |
| Station Manager | | | | |
| Development | 4,016 | 2,008 | 18.34 | 4.10 |
| Competent A | 4,137 | 2,068 | 18.89 | 4.10 |
| Competent B | 4,430 | 2,215 | 20.23 | 4.10 |
| | | | | |
| Group Manager | | | | |
| Development | 4,625 | 2,313 | 21.12 | 4.10 |
| Competent A | 4,764 | 2,382 | 21.75 | 4.10 |
| Competent B | 5,128 | 2,564 | 23.41 | 4.10 |
| | | | | |
| Area Manager | | | | |
| Development | 5,430 | 2,715 | 24.79 | 4.10 |
| Competent A | 5,593 | 2,797 | 25.54 | 4.10 |
| Competent B | 5,957 | 2,978 | 27.20 | 4.10 |

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out

CONTROL SPECIFIC ROLES - PAY RATES FROM 1 JULY 2019

| | Basic annual* £ | Basic hourly rate £ | Overtime rate £ |
|----------------------------------|----------------------------|------------------------------------|----------------------------|
| Firefighter (Control) | | | |
| Trainee | 22,198 | 10.14 | 15.21 |
| Development | 23,122 | 10.56 | 15.84 |
| Competent | 29,587 | 13.51 | 20.27 |
| | | | |
| Crew Manager (Control) | | | |
| Development | 31,446 | 14.36 | 21.54 |
| Competent | 32,802 | 14.98 | 22.47 |
| | | | |
| Watch Manager (Control) | | | |
| Development | 33,511 | 15.30 | 22.95 |
| Competent A | 34,442 | 15.73 | 23.60 |
| Competent B | 36,680 | 16.75 | 25.13 |
| | | | |
| Station Manager (Control) | | | |
| Development | 38,153 | 17.42 | 26.13 |
| Competent A | 39,299 | 17.94 | 26.91 |
| Competent B | 42,082 | 19.22 | 28.83 |
| | | | |
| Group Manager (Control) | | | |
| Development | 43,941 | 20.06 | Not applicable |
| Competent A | 45,259 | 20.67 | " |
| Competent B | 48,711 | 22.24 | " |

*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

NON-OPERATIONAL STAFF - PAY RATES FROM 1 JULY 2019

| | £ per annum |
|--|------------------------|
| Fire Control Operator equivalent | |
| During first six months | 19,901 |
| After six months and during 2 nd year | 20,783 |
| During 3 rd year | 21,769 |
| During 4 th year | 22,840 |
| During 5 th year | 24,876 |
| | |
| Leading Fire Control Operator equivalent | 26,640 |
| | |
| Senior Fire Control Operator equivalent | |
| During 1 st year in rank | 27,323 |
| During 2 nd year in rank | 28,359 |

JUNIOR FIREFIGHTERS - PAY RATES FROM 1 JULY 2019

| | £ per annum |
|---------|------------------------|
| Aged 16 | 10,810 |
| Aged 17 | 11,615 |
| Aged 18 | 23,366 |

| NJC PAY SCP | 1 April 2019 | |
|-------------|--------------|-----------|
| | per annum | per hour* |
| 1 | £17,364 | £9.00 |
| 1 | £17,364 | £9.00 |
| 2 | £17,711 | £9.18 |
| 2 | £17,711 | £9.18 |
| 3 | £18,065 | £9.36 |
| 3 | £18,065 | £9.36 |
| 4 | £18,426 | £9.55 |
| 4 | £18,426 | £9.55 |
| 5 | £18,795 | £9.74 |
| 5 | £18,795 | £9.74 |
| 6 | £19,171 | £9.94 |
| 6 | £19,171 | £9.94 |
| 7 | £19,554 | £10.14 |
| 8 | £19,945 | £10.34 |
| 9 | £20,344 | £10.54 |
| 10 | £20,751 | £10.76 |
| 11 | £21,166 | £10.97 |
| 12 | £21,589 | £11.19 |
| 13 | £22,021 | £11.41 |
| 14 | £22,462 | £11.64 |
| 15 | £22,911 | £11.88 |
| 16 | £23,369 | £12.11 |
| 17 | £23,836 | £12.35 |
| 18 | £24,313 | £12.60 |
| 19 | £24,799 | £12.85 |
| 20 | £25,295 | £13.11 |
| 21 | £25,801 | £13.37 |
| 22 | £26,317 | £13.64 |
| 23 | £26,999 | £13.99 |
| 24 | £27,905 | £14.46 |
| 25 | £28,785 | £14.92 |
| 26 | £29,636 | £15.36 |
| 27 | £30,507 | £15.81 |
| 28 | £31,371 | £16.26 |
| 29 | £32,029 | £16.60 |
| 30 | £32,878 | £17.04 |
| 31 | £33,799 | £17.52 |
| 32 | £34,788 | £18.03 |
| 33 | £35,934 | £18.63 |
| 34 | £36,876 | £19.11 |
| 35 | £37,849 | £19.62 |
| 36 | £38,813 | £20.12 |
| 37 | £39,782 | £20.62 |
| 38 | £40,760 | £21.13 |
| 39 | £41,675 | £21.60 |
| 40 | £42,683 | £22.12 |
| 41 | £43,662 | £22.63 |
| 42 | £44,632 | £23.13 |
| 43 | £45,591 | £23.63 |

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')