

Annual Pay Policy Statement

2020 - 2021



Created: February 2020
Reviewed: February 2020
Owner: Finance

Leicestershire Fire and Rescue Service Pay Policy Statement 2020/21

Introduction

This statement of Pay Policy is provided in line with Section 38(1) of the Localism Act 2011 and is authorised by Leicester, Leicestershire and Rutland Combined Fire Authority (the CFA).

Purpose

The purpose of this statement is to provide transparency to the Pay Policy adopted by Leicestershire Fire and Rescue Service and to meet the objective of delivering a fair and equitable policy covering pay and other benefits.

Accountability

The CFA is responsible for establishing the Pay Policy for the employees of Leicestershire Fire and Rescue Service.

The CFA is directly responsible for reviewing the pay structure for Principal Officers including the Chief Fire and Rescue Officer and the Assistant Chief Fire Officers.

The Chief Fire and Rescue Officer has delegated responsibility to establish appropriate grading and salaries for all other employees of Leicestershire Fire and Rescue Service.

Pay Negotiating Bodies

The CFA applies the annual pay settlements negotiated by:

- The National Joint Council for Local Government Services;
- The National Joint Council for Local Authority Fire and Rescue Services;
- The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services.

The CFA undertakes negotiation with its recognised representative bodies on local agreements which affect the terms and conditions of its employees and which may include agreement of local allowances. The representative bodies recognised for negotiating purposes are:

- The Fire Brigade's Union;
- The Fire Officers Association;
- The Association of Principal Fire Officers;
- The Fire and Rescue Services Association;
- UNISON.

Publication

The Pay Policy will be published on the Service website together with the Pay and Grading structure and information relating to senior management remuneration.

Section One - General Pay Policy

- 1.1 The CFA applies the pay scales adopted by the respective National Joint Councils (NJC) for all its employees up to the level of Principal Officer. In relation to this, the CFA introduced the principles of the 'National Living Wage' in 2015 and subsequently the Foundation National Living Wage in October 2017. No employee will be paid at an hourly rate below the Foundation National Minimum Wage.
- 1.2 Local pay arrangements for Principal Officers (Chief Officers) are established through the provisions of the NJC for Brigade Managers of Local Authority Fire and Rescue Services and are reviewed bi-annually by the Fire Authority. Further details are set out in Section 2.
- 1.3 Upon appointment, Principal Officers are remunerated at a 'single point' scale.
- 1.4 The number and level of roles within the Service are determined by the CFA on advice from the Chief Fire and Rescue Officer.
- 1.5 Pay Policy reflects the different roles, duties and responsibilities undertaken by Service employees. This is reflected in pay differentials between different groups of workers and between workers in the same pay group. The pay bands established are based on nationally applied role maps (operational employees) or grading bands established through a job evaluation process (support employees). Upon appointment, staff are normally paid in accordance with the lowest point in the relevant scale. This can be adjusted if there is a justifiable reason that is supported by a Principal Officer.
- 1.6 Pay Policy reflects adherence to the principle of "equal pay for work of equal value".
- 1.7 In applying its policy, the CFA will work to eliminate any elements which may, directly or indirectly, discriminate unfairly on the grounds of sex, race, colour, nationality, ethnic or national origin, age, marital status, having dependants, sexual orientation, gender reassignment, religion or belief, trade union activity, disability or any other factors. Part-time workers receive the same pay and remuneration as full-time workers undertaking the same job role on a pro-rata basis.

Definition of Lowest Pay

- 1.8 The Government's Foundation National Living Wage rates are used to set the lowest levels of pay. The rates are announced in November each year and implemented from 1 April the following year in line with the annual support staff pay increase. The Foundation National Living Wage agreed November 2019 is £9.30 per hour (£17,950 per annum).

Pay Multiples

- 1.9 The idea of publishing the ratio of the pay of an organisation's top earner to that of its lowest earner has been recommended in order to support the principles of Fair Pay (Will Hutton 2011) and transparency.

As of 1 January 2020, the lowest level of pay that can be paid to a full-time member of staff is £18,065. The highest level of pay that can be paid to a full-time member of staff is £132,663. This ratio is 7.34:1.

The median annual salary is £31,144. The ratio between this figure and that of the highest paid full-time member of staff is 4.26:1.

Subscriptions

- 1.10 Individuals required by Leicestershire Fire and Rescue Service to be members of professional bodies in relation to their duties will have their subscription fees paid.

Benefits In Kind

- 1.11 Leicestershire Fire and Rescue Service provides uniform clothing for its operational firefighting and Fire Control staff and some support staff roles engaged in public facing activities such as prevention work. In addition, operational firefighting staff are issued with and required to wear Personal Protective Equipment when undertaking operational duties.
- 1.12 Leicestershire Fire and Rescue Service provides an Occupational Health Service to all its staff which seeks to keep them fit and well to undertake their duties and to ensure their speedy and safe return to work when they are injured or sick.
- 1.13 Leicestershire Fire and Rescue Service offers a Provided Vehicle User Scheme to staff who are required to use vehicles in connection with their official duties. As indicated in Section 2, most senior managers are provided with a vehicle which can be used for private purposes if they choose to. This scheme is kept under review by the CFA with the most recent review subject to CFA approval in February 2019.

Relocations Expenses

- 1.14 Upon appointment and only if relocation expenses are incurred, the CFA reimburses new employees in accordance with the Relocation Expenses Scheme. The CFA does not pay any bonuses sometimes expressed as 'golden hello' or 'golden goodbye' payments to any employees.

Section Two - Pay Policy for Principal Officers and Senior Managers

Principal Officers

- 2.1 National pay awards negotiated by the NJC for Brigade Managers of Local Authority Fire and Rescue Services are applied to Principal Officers by the CFA on an annual basis. This represents a cost-of-living increase.
- 2.2 Upon appointment, all Principal Officers are paid in accordance with a single point pay scale. A review of Principal Officer pay is undertaken every two years by the CFA. This is currently managed through the Employment Committee under delegated power from the CFA.
- 2.3 Principal Officer roles covered by the review include the Chief Fire and Rescue Officer and the two Assistant Chief Fire and Rescue Officers.
- 2.4 The base salary for the Chief Fire and Rescue Officer role at Leicestershire Fire and Rescue Service is currently set at £132,663 per annum. This has been established through a local pay review. A vehicle is provided for operational and business use, with the option to use it for private purposes.
- 2.5 During 2019-20 the Service makes an employer pension contribution of 37.3%. This is in accordance with the contributions made for all members of the Firefighters Pension Scheme (1992). The employee contribution during 2019-20 is 17.0% of pensionable pay. The contribution levels reflect the Government's Actuary Department's re-evaluation of firefighter pension schemes.
- 2.6 The CFA has established a policy that Principal Officer roles below that of Chief Fire and Rescue Officer will be paid as a proportion of the locally agreed Chief Fire and Rescue Officer base pay rate. The two Assistant Chief Fire and Rescue Officers are paid at a rate that represents 80% of the Chief Fire and Rescue Officers annual salary. Both Assistant Chief Fire and Rescue Officers receive an annual salary of £106,099.
- 2.7 A vehicle is provided to both Assistant Chief Fire and Rescue Officers for operational and business use, with the option to use them for private purposes.
- 2.8 Details of Principal Officer Pay are published on the Leicestershire Fire and Rescue Service website. <http://www.leicestershire-fire.gov.uk/your-fire-service/who-we-are/organisation-structure/organisational-chart>
- 2.9 The Service does not have a policy of direct correlation between the highest and lowest paid roles (it does not apply a pay multiple in establishing Principal Officer pay). As of 1 January 2020, the lowest level of pay that can be paid to a full-time member of staff is £18,065. The highest level of pay that can be paid to a full-time member of staff is £132,663. This ratio is 7.34:1.
- 2.10 The other defined Chief Officers are the Monitoring Officer and Treasurer to the Combined Fire Authority and they are unremunerated.

Senior Managers

- 2.11 The pay, including rota allowances, of the most senior officers below Principal Officer (Operational Area Managers) is 58.4% of the Chief Fire and Rescue Officer pay. Three Operational Area Managers receive an annual salary of £77,435. A vehicle is provided to all Operational Area Managers for operational and business use, with the option to use them for private purposes.
- 2.12 The pay of the most senior support roles below Principal Officer (Area Manager People and Organisational Development and Area Manager Business Support) is 44.9% of the Chief Fire and Rescue Officers pay. This equates to an annual salary of £59,565.
- 2.13 The CFA employs an additional senior support role manager (Head of Tri-Service Control). This manager receives a salary that is equal to 42.1% of the Chief Fire Officers pay (£55,930). This is a shared cost and the CFA pays one third of the total. A vehicle is provided for operational and business use, with the option to use it for private purposes.
- 2.14 The CFA also employs five Operational Group Managers. Each manager receives an annual salary of £61,530. A vehicle is provided to all Operational Group Managers for operational and business use, with the option to use them for private purposes.
- 2.15 The CFA also employs twenty Operational Station Managers. Each manager receives an annual salary of £53,156. A vehicle is provided to all Operational Station Managers for operational and business use, with the option to use them for private purposes.
- 2.16 Finally, the CFA employs 1 Control Station Manager. Each manager receives an annual salary of £50,498. An essential car user allowance is paid.
- 2.17 It should be taken into account that the salaries of Principal Officers and other operational managers include an allowance for the associated additional responsibility and hours of work required to provide duty cover on a 24/7, 365 basis. The full details applicable to all managers with salaries of £50,000 per annum or above (at 1 January 2020) are set out with employer's costs and benefits in appendix 1 of this Pay Policy Statement.

Re-engagement

- 2.18 All Principal and Senior Managers are subject to the same re-engagement provisions as other Service employees; these are set out in more detail in Section 5.

Severance Payments

- 2.19 All Principal and Senior Managers are subject to the same severance arrangements as other Service employees; these are set out in more detail in Section 6.

Section Three - Pay Policy for Firefighters

General

- 3.1 This policy applies to Whole-time, On-Call Firefighters and Fire Control staff.
- 3.2 National pay awards negotiated by the NJC for firefighters of Local Authority Fire and Rescue Services are applied by the Authority on an annual basis. This represents a cost-of-living increase. A 2% pay award has been applied by the NJC for Local Authority Fire and Rescue Services in 2019-20 although a final settlement remains under negotiation.
- 3.3 Pay is based upon the role undertaken and the stage of competence of each individual for example, trainee, in development and competent.
- 3.4 A formal assessment of individuals is undertaken at each stage of development before moving to the next salary level. Maintenance of competence is a requirement at all levels of the Service and is reviewed annually.
- 3.5 Progression between roles is subject to a competitive promotion process.

On-Call Duty System

- 3.6. Employees subject to the On-Call Duty System are paid an annual retaining fee and receive subsequent payments based on attendance at incidents and other activity including disturbance fees, turnout fees, attendance fees, training fees, other authorised duties and compensation for loss of earnings. All payments are made in line with nationally agreed pay scales and rates.

Fire Control

- 3.7 The pay for Fire Control staff is 95% of the nationally agreed NJC rate for firefighters of Local Authority Fire and Rescue Services.

Other Allowances and Payments

- 3.8 Pension contributions (as of April 2019-20): The Service makes an employer contribution of 37.3% of salary (1992 scheme) or 27.4% of salary (2006 scheme) and 28.8% of salary (2015 scheme) for members of the Firefighters Pension Scheme. The employee will make a contribution of between 11.0% and 17.0% (1992 scheme); between 8.5% and 12.5% (2006 scheme); and between 11.0% and 14.5% (2015 scheme) of pensionable pay.
- 3.9 Pension arrangements for Fire Control staff are under the Local Government Pension Scheme as details in paragraph 4.6.
- 3.10 Under national conditions of service, a flexible duty payment is made to all Operational Area, Group and Station Managers to provide flexible duty cover on a rota basis to attend emergency incidents when required. This is paid as an allowance at 20% of base salary.
- 3.11 Under local arrangements, Operational Area Managers are paid an additional allowance of 10% of base salary to provide operational cover on the Strategic rota.
- 3.12 An allowance is paid on a daily basis where employees temporarily undertake the duties of a higher graded role. This is paid at the rate applicable to the role being undertaken; employees must be qualified to undertake the higher level role.

- 3.13 Overtime rates are paid for roles below Station Manager at time and a half or double time on public holiday, or time may be granted in lieu at the appropriate enhanced rate.
- 3.14 An allowance is paid for detachments at locally agreed rates when operational employees are required to provide cover at other stations.
- 3.15 Recall to duty and/resilience payments are paid to staff in the event that operational circumstances dictate a necessity to bring managers back on duty at times when they would normally be free from all work related responsibilities. The amounts paid are locally agreed.
- 3.16 Under national conditions of service, a Continuous Professional Development Payment (CPD) is approved annually on an individual basis for employees with more than five years of service (since attaining competence in role). It is an annual payment of £677 (2019-20) for whole-time and the on-call receive 25% of the whole-time figure. The payment is made by application and authorised at a middle or senior management level. To be eligible, an individual must demonstrate evidence of CPD over and beyond that required for competence and have a good attendance, performance and disciplinary record.
- 3.17 Additional Responsibility Allowance (ARAs) are only paid as and when required.
- 3.18 A travel allowance to cover additional travel costs when an operational employee is compulsorily transferred to another work base. A payment is made of the difference in mileage undertaken and is paid for two years following a compulsory transfer.
- 3.19 Reimbursement of medical fees only applies to employees whose service commenced before November 1994. The reimbursement of fees covers dental, optical and prescription fees and is paid at NHS rates.

Section Four - Pay Policy for Support Roles

General

- 4.1 This policy applies to employees covered by the NJC for Local Government Services and includes all non-operational staff.
- 4.2 National pay awards negotiated by the NJC for Local Government Services are applied by the Authority on an annual basis and represent a cost-of-living increase. A 2.0% pay award was applied by the NJC for Local Government Services for 2019-20. The pay awards for the support Area Managers is in line with the arrangements for firefighters outlined in paragraph 3.2.
- 4.3 The pay structure is aligned to a spinal column point system. Spinal column points are configured into groups to provide incremental pay points. The incremental rises occur on 1 April and 1 October annually and employees progress incrementally through their respective grade until they reach the maximum point.
- 4.4 All employees will be generally paid at the lowest point in the relevant scale. Starting salary may be uplifted along the incremental structure if experience and knowledge warrant this approach. Movement between grades is through a competitive selection process.
- 4.5 Leicestershire Fire and Rescue Service apply the Local Government Job Evaluation Scheme that systematically ranks each job objectively and fairly. Local Government Job Evaluation Scheme is a recognised best practice, non-discriminatory method of ranking jobs against a predetermined scale. The evaluation process assesses all roles and allocates an appropriate grade according to the duties and responsibilities undertaken. Employees may apply for a review of their grade where permanent, substantial and material changes have increased the level of duties and responsibilities attached to their role. Any substantive changes to grade must be authorised by a Director.

Other Allowances and Payments

- 4.6. In 2019-20 the Service makes a total employer pension contribution of 22.5% of salary for all members of the Local Government Pension Scheme. The employee will make a contribution of between 5.5% and 12.5% of pensionable pay depending on their salary band.
- 4.7 An allowance is paid if an employee is required to fill a higher level role for a period of more than one month.
- 4.8 A discretionary Honorarium payment may be made, with the approval of a Director, for duties undertaken outside of the normal job requirements for an extended period of time.
- 4.9 A disturbance payment will be paid when an employee is required to move work location; actual additional mileage is paid for a period of two years.

Section Five - Policy on Re-engagement and Pension Abatement

General

- 5.1 This applies where individuals retire from the Service, draw pension benefits and are subsequently re-engaged into the same or other role with Leicestershire Fire and Rescue Service. The policies set out below apply to all employees, including senior officers.
- 5.2 Leicestershire Fire and Rescue Service operates a Re-engagement Policy, which has been authorised by the CFA, for operational employees. This permits re-engagement if there is a tangible business benefit. During any period of re-engagement the employee has full abatement of pension i.e. when combined with salary, their pension cannot make them earn more than they did in their previous role. This complies with the provisions of the Firefighters Pension Scheme.
- 5.3 Leicestershire Fire and Rescue Service operates a Flexible Retirement Policy for employees in the Local Government Pension Scheme which allows employees to take their pension benefits and be re-employed on reduced hours or at a lower grade without abatement of pension. This complies with the provisions of the Local Government Pension Scheme.
- 5.4 Where employees who have taken retirement benefits (either as former Service employees or employees of another public sector organisation) apply for a support role with Leicestershire Fire and Rescue Service as part of a competitive selection process and are successful, no abatement of pension is applied.

Section Six - Severance Payments

General

- 6.1 In the event of redundancy, the Service applies redundancy payments under the provisions of its Redundancy Policy. This applies to both compulsory and voluntary redundancy situations.
- 6.2 In 2019-20 there was one settlement agreement; when the employment of an employee is terminated by the Service, or in settlement of a claim. Such agreements are subject to confidentiality clauses.
- 6.3 Early Payment of Pension Benefits; under the provisions of the Local Government Pension Scheme employees aged over 55 who are made redundant, or who are retired from Service on the grounds of efficiency, are awarded early payment of pension benefits. In this case, a charge is made against the Fire Authority by the pensions fund; this is referred to as actuarial strain.
- 6.4 In 2019-20 the Service had no agreements for the early payment of pension.

Section Seven – Bonus Payments and Performance Related Pay

- 7.1 The CFA does not pay any groups of employees a bonus or operate a system of Performance Related Pay.

Summary of Annual Remuneration for All Principal Officers and Senior Managers

Annex 1

Role/Position	Function	Salary (£)	Provided Car (£)	Employers Costs (£)	Total Cost (£)
Chief Fire Officer	Chief Executive/Head of Paid Service	£132,663	£3,152	£66,597	£202,412
Assistant Chief Fire Officer (1)	Director of Service Delivery	£106,099	£3,152	£44,010	£153,261
Assistant Chief Fire Officer (1)	Director of Service Support	£106,099	£3,152	£53,029	£162,280
Operational Area Manager (1)	Head of Operational Response	£77,435	£3,114	£31,795	£112,344
Operational Area Manager (1)	Head of Community Risk	£77,435	£3,114	£38,377	£118,926
Operational Area Manager (1)	Head of Assurance	£77,435	£3,114	£31,795	£112,344
Area Manager People and Organisational Development	Head of Function	£59,565	£0	£7,029	£66,594
Area Manager Business Support	Head of Function	£59,565	£0	£20,431	£79,996
Area Manager Tri-Service Control	Head of Function	£55,930	£3,751	£19,111	£78,792
Operational Group Manager (1)	Geographical Group Manager	£61,530	£3,114	£30,248	£94,892
Operational Group Manager (2)	Geographical Group Manager	£61,530	£3,114	£30,248	£94,892
Operational Group Manager (3)	Operational Risk	£61,530	£3,114	£30,248	£94,892

Summary of Annual Remuneration for All Principal Officers and Senior Managers

Annex 1

Operational Group Manager (4)	Safer Communities	£61,530	£3,114	£30,248	£94,892
Operational Group Manager (5)	Corporate Risk	£61,530	£3,114	£30,248	£94,892
Operational Station Manager (1)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (2)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (3)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (4)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (5)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (6)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (7)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (8)	District Manager	£53,156	£3,114	£25,972	£82,242

Summary of Annual Remuneration for All Principal Officers and Senior Managers

Annex 1

Role/Position	Function	Salary (£)	Provided Car (£)	Employers Costs (£)	Total Cost (£)
Operational Station Manager (9)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (10)	District Manager	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (11)	Operational Guidance	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (12)	Operational Planning	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (13)	Operational Intelligence	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (14)	Community Safety	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (15)	Fire Protection	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (16)	Fire Protection	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (17)	Professional Standards	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (18)	Operational Assurance	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (19)	Training and Development	£53,156	£3,114	£25,972	£82,242
Operational Station Manager (20)	Training and Development	£53,156	£3,114	£25,972	£82,242
Control Station Manager (1)	Control	£50,498	£1,239	£17,139	£68,876