



# Pay Policy Statement 2021/22

## **1. INTRODUCTION**

In accordance with sections 38 to 43 of the Localism Act this Pay Policy Statement outlines the Fire Authority's policies relating to:

- Remuneration of its Chief Officers,
- Remuneration of its lowest paid employees,
- The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers.

This will ensure that there is the appropriate accountability and transparency of salaries and in particular the salaries of senior staff. The Fire Authority will publish the statement on its website and update it on an annual basis or at such times as it is amended.

In applying its policy, the Fire Authority 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.

Decisions on the pay and conditions of employment of Chief Officers are made by Members at a meeting of the Fire Authority itself.

## **2. REMUNERATION OF CHIEF OFFICERS**

The Fire Authority is responsible for establishing the pay policy for all employees and reviewing the pay level of the Chief Fire Officer.

The Pay Negotiating Body for Chief Fire Officers is the National Joint Council (NJC) for Brigade Managers of Fire and Rescue Services. The NJC annually reviews the level of pay increase applicable to all those covered by the national agreement and determines any pay settlement. The Fire Authority applies the annual negotiated pay settlements. All other decisions about pay levels and remuneration for individual Brigade Managers are taken locally by the Fire Authority.

The annual NJC pay award for Brigade Managers applies retrospectively from 1<sup>st</sup> January each year. Due to the impact of the COVID-19 pandemic, the annual NJC pay award of 2% on basic salary from 1<sup>st</sup> January 2020 was not announced until 23 November 2020, and the pay award from 1<sup>st</sup> January 2021 has not yet been announced.

The salary structure for the Chief Fire Officer/Chief Executive (CFO), other Principal Officers and the Statutory Officers is determined by the Fire Authority and is subject to future salary reviews in accordance with the Constitution and Scheme of Conditions of

Service of the National Joint Council for Brigade Managers of Fire and Rescue Services, known as the 'Gold Book'.

The Fire Authority undertakes negotiations with its recognised representative bodies on local agreements which affects the terms and conditions of its employees and which may include agreement of local allowances. The Representative Bodies recognised for negotiating purposes for Chief Fire Officers is the Fire Leaders' Association, which is a branch of the Prospect Union.

### **3. REMUNERATION OF OTHER UNIFORMED/OPERATIONAL STAFF**

The CFO has delegated responsibility to establish appropriate pay gradings and salaries for all other employees of the Fire Authority.

This includes Wholetime, Retained Duty staff and Control Room staff. The remuneration levels for these staff are subject to national negotiation as contained in the Scheme of Conditions of Service of the National Joint Council for Local Authority Fire & Rescue Services which is known as the 'Grey Book'.

The NJC announce an annual award from 1<sup>st</sup> July each year and a 2% award on pay and allowances for Continuing Professional Development (CPD) from 1 July 2020 was announced on 4 September 2020. A pay award is yet to be announced from 1 July 2021.

The representative body recognised for negotiating purposes is the Fire Brigades Union.

### **4. REMUNERATION OF CORPORATE SERVICES STAFF**

The Scheme of Conditions of Service for these staff are set out within the National Joint Council for Local Government Services known as the 'Green Book'.

The Hay Job Evaluation Scheme and Grading Structure were approved by the Fire Authority. The National Joint Council negotiates the level of any annual pay increases applicable to all 'Green Book' staff.

The NJC announce an annual award from 1st April each year and a 2.75% award on pay and a minimum annual leave increase from 21 to 22 days (for employees with less than 5 years' service) from 1 April 2020 was announced on 24 August 2020. A pay award is yet to be announced from 1 April 2021.

The representative bodies recognised for negotiating purposes are UNISON and UNITE.

## 5. REMUNERATION OF THE LOWEST PAID EMPLOYEES

This statement must state the definition of “lowest-paid employees” adopted by the authority for the purposes of the statement, and the authority’s reasons for adopting that definition.

Avon Fire Authority is a ‘living wage’ employer. The living wage is a rate which is set by an organisation known as Citizens UK. The current living wage outside of London is £9.50 (effective from November 2020).

## 6. THE RELATIONSHIP BETWEEN THE REMUNERATION OF CHIEF FIRE OFFICERS AND THOSE EMPLOYEES WHO ARE NOT CHIEF FIRE OFFICERS

The Localism Act requires the Fire Authority to set out the relationship between the remuneration of Chief Officers and the remuneration of those who are not Chief Officers.

### 6.1 Establishing the Pay of the Chief Fire Officer

This statement must include the authority’s policies relating to:

- a) the level and elements of remuneration for each Chief Officer
- b) remuneration of Chief Officers on recruitment
- c) increases and additions to remuneration for each Chief Officer
- d) the use of performance-related pay for Chief Officers
- e) the use of bonuses for Chief Officers
- f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority and
- g) the publication of and access to information relating to remuneration of Chief Officers.

The Fire Authority has established a policy that Principal Officer roles below that of CFO and the Statutory Officers would be paid as a proportion of the locally agreed CFO base pay rate. It was agreed at the Employment Committee on 1 March 2018 that any new appointments to the Service Leadership Board after that date would be at a reduced rate, as follows:

Post	Existing Postholders	New Appointments
CFO	£155,258	£146,047
ACFO (75%)	£116,444	£109,535
Directors & Statutory Officers (65%)	£100,918	£94,931
NJC Brigade Managers annual pay award of 2% effective 1 January 2020 (announced 23 Nov 20)		

### **6.1.1 Bonuses Payable / Performance Related Pay**

The Fire Authority does not operate a bonus scheme or a Performance Related Pay Policy for Chief Officers.

### **6.1.2 Charges, Fees or Allowances Payable**

Payment of charges, fees and allowances for Chief Officers, is in accordance with the provisions of the Gold Book and Section 4 of the Grey Book.

### **6.1.3 Vehicles**

A taxable leasing contribution is provided to Chief Officers. Officers can claim reimbursement for business mileage in accordance with the conditions of that scheme. Officers who do not take advantage of the Fire Authority's car leasing scheme may claim reimbursement for the use of their private motor vehicle for business purposes, in accordance with the NJC Mileage rates and the provisions of the Essential User Scheme.

### **6.1.4 Travelling and Subsistence Expenses**

In accordance with NJC Conditions of Service, Chief Officers who are absent from their usual place of duty, and who necessarily incur additional expenses in obtaining food, may claim subsistence allowances in accordance with the Fire Authority's published rates.

### **6.1.5 Expenses**

Chief Officers may claim reimbursement for out of pocket expenses incurred in the course of carrying out their duties. The Fire Authority also permits Chief Officers to utilise corporate procurement/credit cards in accordance with the terms of the scheme.

### **6.1.6 Professional Memberships**

Fire Authority will reimburse Chief Officers for the cost of joining or maintaining membership of professional bodies essential to the duties of their role.

### **6.1.7 Benefit in Kind**

Chief Officers may elect to be provided with a lease vehicle under the car lease scheme which may produce a taxable benefit in kind. Chief Officers may use the Fire Authority's medical intervention fund which could incur a taxable benefit in kind if the treatment is related to a non-work injury.

### **6.1.8 Re-engagement / Re-employment**

Re-engagement (operational employee retires and returns to the same or similar role undertaken prior to retirement) will not be considered or approved for Area Managers and above unless it is exceptional in the interests of public safety. Any such appointment shall:

- a) be made only by the Fire Authority meeting and voting in public session;
- b) on presentation of a business case justifying the request; and,
- c) on a fixed term contract for a maximum period of 6 months with no extension.

The published minute of the decision shall set out why the re-engagement was necessary in the interests of public safety and alternative approaches were not deemed appropriate.

Re-employment (operational employee retires and returns to a substantially different role) is permissible via open external recruitment.

In both cases abatement of pension will apply.

The Fire Authority operates a Flexible Retirement Policy for employees in the Local Government Pension Scheme (LGPS) which allows staff 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 LGPS.

### **6.1.9 Redundancy**

There is no provision within either the firefighters pension schemes to enable Fire and Rescue Authorities to provide enhanced redundancy payments above those payable by virtue of enactment.

Officers within the LGPS are entitled to enhanced redundancy payments in accordance with the provision of the scheme and the Fire Authority's policies.

### **6.1.10 Termination by mutual agreement**

The Fire Authority reserves the right to negotiate a compensatory payment for termination of employment by mutual consent. Such payments may only be made if the Fire Authority is satisfied that it is in the best interests of both the Fire Authority and the public interest.

### **6.1.11 Payment in lieu of Notice**

The Fire Authority reserves the right to make payment in lieu of notice in exceptional circumstances, where this is deemed to be in the best interests of both the Fire Authority and public interest.

### **6.1.12 Payment for untaken annual leave**

The Fire Authority reserves the right to pay in lieu of untaken annual leave, where the employee has been unable to take their leave entitlement due to the contingencies of the Service.

### **6.1.13 Pension Arrangements**

The pension schemes applied by the Fire Authority for the various staff groups are:

- The Firefighters' Pension Scheme 1992
- The Firefighters' Pension Scheme 2006
- The Firefighters' Pension Scheme 2015
- The Local Government Pension Scheme 2014

The Fire Authority implements guidance in relation to these schemes as amended from time to time by the responsible government department.

## **6.2 Internal Pay Comparators**

The comparison with the median earnings of the whole workforce using the basic pay for full-time equivalents based on:

- The CFO's salary being £146,047
- The lowest pay point being £18,328
- The median basic pay of the Fire Authority's whole workforce FTE (excluding on-call staff, auxiliary staff and community safety & staff engagement casuals) being £31,767.

are as follows:

- The current ratio between the CFO and median basic pay is 4.6:1 (2019/20 – 4.4:1).
- The current ratio between the CFO and a competent fire-fighter is 4.6:1 (2019/20 - 4.6:1).
- The current ratio between the CFO and lowest paid employee is 8.0:1 (2019/20 – 8.1:1).