

County Durham and Darlington Fire and Rescue Authority

Pay Policy Statement 2018/19

1. Background

This document outlines the key principles of County Durham and Darlington Fire and Rescue Authority's (the Authority's) pay policy for 2018/19 aimed at supporting the recruitment and remuneration of the workforce in a fair and transparent way. The policy complies with the Government guidance issued under the Localism Act 2011 (the Act) and sets out:

- the approach towards the remuneration of the posts covered by the terms and conditions of the National Joint Council (NJC) for Brigade Managers of Fire and Rescue Services (Gold Book);
- the remuneration of the lowest paid employees;
- the relationship between the remuneration of Brigade Managers and the remuneration of employees who are not Brigade Managers.

County Durham and Darlington Fire and Rescue Authority is an equal opportunities employer and in setting the pay arrangements for the workforce seeks to pay salaries that are in accordance with the:

- National Joint Council (NJC) for Brigade Managers of Fire and Rescue Services, Constitution and scheme of conditions of service
- national terms and conditions as set out in the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service for other uniformed members of staff
- national pay scales and the job evaluation procedure for non-uniformed employees

2. Posts covered by the NJC Terms and Conditions of Employment for Fire and Rescue Service Brigade Managers (posts defined within the Act as Chief Officers)

The following four posts are covered by the NJC Terms and Conditions of Employment for Fire and Rescue Service Brigade Managers:

Chief Fire Officer;
Assistant Chief Fire Officer Service Support;
Assistant Chief Fire Officer Service Delivery;
Head of Corporate Resources and Treasurer.

Government guidance requires the approval of the Fire Authority for all salary packages of £100,000 or more. Currently, the only posts which fall into this category are the Chief Fire Officer and the Assistant Chief Fire Officers.

3. Governance Arrangements

The Authority has responsibility for:

- appointing Brigade Managers;
- setting the level of pay for Brigade Managers;
- reviewing the pay of Brigade Managers.

Appointment of Brigade Managers

Decisions on the recruitment of Brigade Managers are taken by the Fire Authority. An Appointments Panel is established for the purposes of undertaking a robust recruitment process. Decisions on appointing Brigade Managers are made by the Fire Authority taking account of recommendations from the Appointments Panel.

Principles of Brigade Managers Pay

The principles for setting Brigade Managers pay are set out in the NJC Terms and Conditions of Employment for Fire and Rescue Service Brigade Managers.

The Pay Review Group makes recommendations to the Authority on the pay arrangements for Brigade Managers.

In doing so the Pay Review Group takes account of NJC Terms and Conditions of Employment for Fire and Rescue Service Brigade Managers and other factors including:

- The market in which the Authority operates;
- The Authority's short and long-term objectives;
- The Authority's relative size;
- The size of the senior team and responsibilities of individual posts;
- Required on-call arrangements as determined by the Executive Rota;
- The cost of the policy over the short, medium and longer term;
- The total remuneration package;
- The expectations of the community and stakeholders;
- Links with how the wider workforce is remunerated and national negotiating frameworks.

The Pay Review Group also has access to external independent advice on Brigade Managers pay which can be used to consider the context of pay decisions taking account of wider public and private sector pay levels.

4. Key Principles of the Brigade Manager Pay Policy

- (i) The Brigade Manager pay policy is designed to be clear and transparent to those within the roles and key stakeholders. The structure and level of the pay arrangements enable the Authority to attract, motivate and retain key senior talent.
- (ii) The policy is based on spot salaries with clear differentials between levels of work/job size. This policy is reviewed on an on-going basis to ensure it remains fit for purpose and in line with the terms and conditions of Brigade Managers.

- (iii) The Authority's policy does not currently include provision for performance related pay, bonuses or other additions to basic salary based on individual or organisational performance.
- (iv) In setting the pay policy for Brigade Managers, a market position has been reached that aims to attract and retain the best talent available at a senior level. The qualifications, experience and calibre of the Brigade Managers employed are considered by the Authority to be amongst the best available in the country.
- (v) Roles at Brigade Manager level have been subject to an externally ratified job evaluation scheme that is transparent and auditable to ensure equality proofing of pay levels.
- (vi) Other terms and conditions for Brigade Managers are defined in the NJC Terms and Conditions of Employment for Fire and Rescue Service Brigade Managers. These terms and conditions set out the arrangements for national and local pay negotiations.
- (vii) Individual elements of the remuneration package are established as follows, at the point of recruitment into post:

	Annual Salary
Chief Fire Officer	£138,507
Assistant Chief Fire Officer	£103,880
Head of Corporate Resources	£88,137

- (viii) The statutory officer function of Treasurer to the Fire Authority is undertaken by the Head of Corporate Resources who reports to the Chief Fire Officer.
- (ix) The statutory officer function of Clerk to the Fire Authority is provided by Durham County Council under a Service Level Agreement and the post is filled by the Head of Legal and Democratic Services. Details of the pay policy for this position are available in the Durham County Council pay policy.

5. The policy relationship between Brigade Managers pay, the lowest paid workers and the wider workforce

Employees that are conditioned to the "Grey Book" (National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service) are paid in accordance with national terms and conditions.

Other employee groups have their pay scales based on a nationally agreed job evaluation system that has been in place since 2008. This arrangement allows for incremental progression in pay for the wider workforce, based on national spinal column points and linked to service in post. This approach towards pay for the wider workforce, and the use of established job evaluation schemes, ensures a planned approach towards pay policy that is accountable, transparent and fair. Pay grades for staff are published as part of the Authority's pay and grading information and are available from the website.

In line with the policy for senior staff, no performance related pay arrangements or bonuses are currently in place for the wider workforce.

Pay multiples for staff based on the pay policy are set out in the table below:

Firefighter multiple	£
Chief Fire Officer salary	138,507
Basic Firefighter salary	29,934
Pay multiple	4.6

Non Firefighter multiple	£
Chief Fire Officer Salary	138,507
Basic Non operational salary	17,072
Pay multiple	8.1

The ratio between the pay of the Chief Fire Officer and the lowest paid firefighter is 4.6:1 and against the lowest paid workers that are employed is 8.1:1. Figures published by Government set out an expectation that the pay multiple should be below a ratio of 20:1 in local government.

During 2018/19, the Authority as employer will contribute 21.7% of pensionable pay for those staff in the 1992 Firefighters Pension Scheme, 11.9% towards those staff in the 2006 Firefighters Pension Scheme and 14.3% towards those staff in the 2015 Firefighters Pension Scheme. The Authority contributes 19.8% of pensionable pay for those staff in the Local Government Pension Scheme.

6. The Approach towards Payment for those Officers Ceasing to Hold Office Under or be Employed by the Authority

Termination of Employment

The Authority has an agreed redundancy policy in relation to officers whose employment is terminated via either voluntary or compulsory redundancy. This policy provides a clear, fair and consistent approach towards handling early retirements and redundancy.

Decisions on early retirements and redundancy are made by the Finance and General Purposes Committee. Where the value of a severance payment exceeds £100,000 the decision is made by the Authority.

In setting this policy, the Authority does at this time retain its discretion to utilise the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales Regulations) 2006.

Policy towards the Re-employment of Principal Fire Officers (Brigade Managers) Previously Employed by the Authority.

In accordance with the requirements of the draft 2018 Fire and Rescue Framework for England the Authority has a policy of not re-appointing principal fire officers (Brigade Managers) after retirement to their previous, or a similar, post except for in exceptional circumstances when such a decision is necessary in the interests of public safety.