

**Staffordshire Fire and Rescue Service
Pay Policy Statement 2018/19**

1 Statutory Requirement

- 1.1 S.38 of the Localism Act 2011 requires that Fire and Rescue Authorities must prepare and approve an Annual Pay Policy Statement, applicable to all staff, by 31 March immediately preceding the year to which it relates.
- 1.2 The Pay Policy Statement must set out the Authority's policies for the financial year relating to:
- ♦ the remuneration of its Chief Officers (which, for the purposes of this Act includes the Chief Fire Officer/Chief Executive and Deputy Chief Fire Officer/Deputy Chief Executive and the Secretary/Monitoring Officer
 - ♦ the remuneration of its lowest paid employees, and
 - ♦ the relationship between:
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers
- 1.3 The Pay Policy 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
- 1.4 The Statement must include the authority's policies relating to:
- ♦ the level and elements of remuneration for each Chief Officer
 - ♦ remuneration of Chief Officers on recruitment
 - ♦ increases and additions to remuneration for each Chief Officer
 - ♦ the use of performance-related pay for Chief Officers
 - ♦ the use of bonuses for Chief Officers
 - ♦ the approach to the payment of Chief Officers on their ceasing to hold office under or be employed by the Authority
 - ♦ the publication of and access to information relating to the remuneration of Chief Officers
- 1.5 A Pay Policy Statement may also set out the Authority's policies relating to the other terms and conditions applying to the Authority's Chief Officers.
- 1.6 The following paragraphs seek to meet these statutory requirements by setting out the Fire and Rescue Authority's policy in the above prescribed areas.

2 Specific policy and practice: The level and elements of remuneration for each Chief Officer

- 2.1 The Chief Fire Officer/Chief Executive is set at an annual salary of £144,873 as at April 2008. No other salary payments are made to the Chief Fire Officer. Nationally agreed pay awards have been declined since that date.
- 2.2 The Deputy Chief Fire Officer/Deputy Chief Executive is set at a substantive annual salary of £117,057. No other salary payments are made to the Deputy Chief Fire Officer/Deputy Chief Executive. This salary excludes any nationally negotiated pay award for 2018/19 (see 4.1 below).
- 2.3 The Secretary/Monitoring Officer is paid an annual salary of £57,949 for 60% of full time hours. No other salary payments are made to the Secretary /Monitoring Officer. This salary excludes any nationally negotiated pay award for 2018/19 (see 4.1 below).
- 2.4 It is not the Authority's policy to increase the pension benefits of the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Deputy Chief Executive or the Secretary/Monitoring Officer.
- 2.5 It is not the Authority's policy to provide benefits in kind to the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Deputy Chief Executive or the Secretary/Monitoring Officer.

3 Specific policy and practice: Remuneration of Chief Officers on recruitment

- 3.1 The remuneration of Chief Officers on recruitment will be determined by the Fire Authority having taken into account the level of remuneration paid to the present post holder and any differential indicated by reference to the posts of other continuing Chief Officers.

4 Specific policy and practice: Increases and additions to remuneration for each Chief Officer

- 4.1 The levels of pay for Chief Officers will be determined by both national and local review following the guidance set out in the 'Gold Book' Terms of Conditions. At a national level the NJC shall review annually the level of pay increase applicable to all those covered by this agreement. In doing so, the NJC will consider affordability, other relevant pay deals and the rate of inflation at the appropriate date. Any increase agreed by the NJC will be communicated to Fire Authorities by circular.
- 4.2 Other decisions about the level of pay and remuneration to be awarded to Chief Officers will be taken by the local Fire Authority using the advice of external consultants as appropriate. The Chief Fire Officer/ Chief Executive's post is subject to an annual appraisal by Members of the Authority and this process includes an examination of whether there have been any significant

achievements beyond those required as a consequence of the job description of the post holder. Through this process the Authority has the option to make a recognition payment should this be deemed appropriate in their absolute discretion.

4.3 The pay for the Deputy Chief Fire Officer/ Deputy Chief Executive will normally be set at a minimum of 80% of the pay for the Chief Fire Officer/Chief Executive.

4.4 The pay for the Secretary/Monitoring Officer is increased in line with any increases agreed at the relevant NJC.

5 Specific policy and practice: The use of performance-related pay for Chief Officers

It is not the Authority's policy to make performance related payments to the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Deputy Chief Executive, or the Secretary/Monitoring Officer.

6 Specific policy and practice: The use of bonuses for Chief Officers

It is not the Authority's policy to make bonus payments to the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Deputy Chief Executive or the Secretary/Monitoring Officer.

7 Specific policy and practice: The approach to the payment of Chief Officers on their ceasing to hold office under or be employed by the authority

7.1 The payment to Chief Officers on the ceasing of their employment will be in line with the benefits accrued through meeting the qualifying requirements of the relevant Pension Scheme.

7.2 Any other payments will be subject to the approval of the Authority on a case by case basis.

8 Specific policy and practice: The publication of and access to information relating to the remuneration of Chief Officers

8.1 The Authority's policy is to provide information on the remuneration of its Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer/ Deputy Chief Executive, and the Secretary/Monitoring Officer on its website in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency and as required by s.7 of the Accounts and Audit (England) Regulations 2011.

8.2 All pay scales are available on the website and, in addition, information is published on the Service's website regarding all staff that are paid more than £50,000 per annum.

9 Specific policy and practice: The Authority's policy relating to the other terms and conditions applying to Chief Officers

Except in respect of pay and pay related arrangements the terms and conditions that apply to the Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/Deputy Chief Executive and the Secretary/Monitoring Officer are those agreed by the relevant Joint Negotiating Committee.

10 Relationship between the highest and lowest paid employees

The policy of the Authority to pay employees in accordance with the NJC pay framework and as at 31 December 2017 the 'lowest paid employees' were paid an annual salary of £16,258 pa, or on a pro-rata basis if they work for less than 37 hours per week. (This definition does not include those working as apprentices, on work experience or other placements where the full duties attached to the post are not required to be undertaken) This means that the 'salary ratios' between the Authority's lowest paid staff and its Chief Fire Officer/Chief Executive, the Deputy Chief Fire Officer/ Deputy Chief Executive are 1:8.9 and 1:7.2 respectively.

11 Pay for staff other than Chief Officers

- 11.1 The Authority's policy in respect of the majority of its employees is to pay staff in accordance with pay frameworks and terms and conditions agreed by the relevant national negotiating bodies. Salaries of 'Green Book' employees in the Service are set using locally determined pay scales and the nationally agreed Job Evaluation Scheme. Salaries of 'Grey Book' employees in the Service are set using nationally agreed pay levels.
- 11.2 For all groups of staff paid in accordance with pay frameworks agreed by the national negotiating bodies, the Authority's policy is to implement such salary increases as are agreed by those bodies.
- 11.3 The only exception to the Authority's policy of determining remuneration in accordance with national pay agreements, relates to the posts of Directors whose pay is determined by the Fire Authority. The pay for the Directors is increased in line with any increases agreed at the relevant NJC.
- 11.4 The Authority will take account of the real living wage when establishing salary levels for staff and no member of staff will be paid at an amount less than the real living wage as set by The Living Wage Foundation which is currently set at a minimum of £8.75 per hour. This excludes on call and apprenticeship arrangements.

12 The approach to the payment of all other employees on their ceasing to hold office or to be employed by the Authority

- 12.1 The payment of Green and Grey Book Employees on the ceasing of their employment will be in line with the benefits accrued through meeting the qualifying requirements of the relevant Pension Scheme.
- 12.2 In the case of redundancy the guidance contained within the Reorganisation, Redeployment and Redundancy Policy, will be followed.
- 12.3 For staff in the Local Government Pension Scheme, the Local Government (Early Termination) Regulations Policy Statement and Local Government Pension Scheme Policy Statements dated 25/3/11 will apply. (The Pension Policy Statements are available on the SFRS website).