

North Wales Fire and Rescue Authority Pay Policy Statement 2019/20

1.0 Purpose

- 1.1 This is the North Wales Fire and Rescue Authority's Pay Policy Statement for the period 1 April 2019 - 31 March 2020. It was approved by the Fire and Rescue Authority on 18 March 2019 [Link to Fire and Rescue Authority papers](#)
- 1.2 This pay policy statement provides the framework for decision making on pay and in particular decision making on senior pay.
- 1.3 It complements other information published on our website which is linked below. If you cannot find the information you are looking for, then please contact us [Contact Us - North Wales Fire and Rescue Authority](#)
- 1.4 This pay policy statement has been prepared to satisfy the Fire and Rescue Authority's legal obligations in respect of the Localism Act 2011 (the Act) which covers pay accountability. It also takes into account the guidance issued by the Welsh Government in May 2017, *Pay Accountability in Local Government in Wales*.
- 1.5 The Welsh Government Guidance states that *"each local authority is an individual employer in its own right and has the autonomy to make decisions on pay which are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions in the act do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, they only require authorities are more open about their own local policies and how their local decisions are made."*
- 1.6 The Fire and Rescue Authority is required to produce and publish a pay policy statement for each financial year setting out the:
 - Fire and Rescue Authority's policies for the remuneration of its chief officers;
 - approach to the publication of, and access to, information relating to the remuneration of its chief officers;
 - Fire and Rescue Authority's policies for the remuneration of its lowest paid employees (including the definition adopted and reason for it);
 - relationship between the remuneration of the Fire and Rescue Authority's chief officers and its employees who are not chief officers;

- 1.7 The Fire and Rescue Authority meets quarterly and is currently chaired by Cllr M LI Davies. The Authority's role is primarily to:
- perform all the duties and responsibilities of a Fire 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.
- 1.8 The purpose of this pay policy statement is to provide transparency with regard to the Fire and Rescue Authority's approach to setting the pay of its employees, in particular, that of Chief Officers and employees on the lowest pay scale, by identifying the methods by which salaries are determined.
- 1.9 Pay policy statements are prepared for each financial year, approved by the Fire and Rescue Authority (FRA) in the March preceding the financial year to which it relates and subsequently published on the FRA website.

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 Fire and Rescue 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 Fire and Rescue 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 Fire and Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:

- Joint Negotiating Committee for Chief Officers of Local Authorities; Constitution, Conditions of Service, Salaries (Blue Book)
- National Joint Council (NJC) for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (Gold Book)
- National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service (Grey Book)
- National Joint Council for Local Government services (Green Book).

3.3 Pay levels are reviewed annually by 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 Fire and Rescue 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 Fire and Rescue 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 of the Fire and Rescue Authority the full Fire and Rescue Authority is responsible for approving the annual financial budget including the affordability of employee costs.

4.0 Senior Pay Remuneration - Role of the Chief Fire Officer

4.1 The Chief Fire Officer is the Head of Paid Service and the senior officer who leads and takes responsibility of the Service. 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 818 staff.

4.2 The role of the Chief Fire Officer is a full time appointment. Post holders are appointed on merit, against objective criteria, following public advertisement, and a formal selection process overseen by an Appointment Panel, comprising of members of the Fire and Rescue Authority.

4.3 The Chief Fire Officer works closely with elected members to deliver the strategic aims of the Authority. Each year following a series of meetings of the Improvement Planning Working Group, the Fire and Rescue Authority identify improvement and well-being objectives for the following year. In 2019/20 these related to:

- To support people to prevent accidental dwelling fires and stay safe if they do occur; and
- To facilitate high quality, responsive and better integrated fire and rescue services so that prevention activity and emergency response continue to be available when and where required, affordably, equitably and on the basis of risk.

5.0 Chief Fire Officer

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

6.0 Chief Fire Officer's Pay

6.1 The Fire and Rescue Authority's pay policy for the remuneration of chief officers, including the Chief Fire Officer, is aligned to the two-track approach for determining levels of pay for Brigade Managers as prescribed by the National Joint Council. Under the NJC arrangements, Brigade Manager pay is reviewed annually at national level and provides the minimum salary for chief fire officers.

6.2 The appropriate level of remuneration for the Chief Fire Officer within North Wales Fire and Rescue Authority is determined at a local level by way of a periodic independent pay review, which benchmarks the chief officer salary levels against relevant comparators in other fire and rescue authorities, and the wider employment market place.

6.3 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 Fire and Rescue Authority. In addition, a car will be provided in order to carry out the roles.

6.4 The Fire and Rescue 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.

6.5 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, pension benefit entitlements and holiday pay.

6.6 In circumstances where a severance package is being considered upon an agreed cessation of duties other than for the reasons outlined above, the full Fire and Rescue Authority will be offered the opportunity to vote before any severance package is approved for chief officers.

- 6.7 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 [Link to Statement of Accounts](#)
- 6.8 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.
- 6.9 The Chief Fire Officer is a member of the Local Government Pension Scheme; there have been no increases or enhancements to the pension outside of standard arrangements.
- 6.10 The notice period for the role is 3 months.

7.0 Senior Staff

- 7.1 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 and other statutory appointments. For North Wales Fire and Rescue Service this includes the Chief Fire Officer, Monitoring Officer, Section 151 Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officers and Assistant Chief Officers.
- 7.2 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
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

8.0 Talent Management

8.1 The Fire and Rescue Authority's 'Resourcing Strategy' focuses 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.

9.0 Performance related pay

9.1 There is currently no Performance Related Pay scheme in operation for any role across the Service.

10.0 Remuneration of other staff

10.1 The Fire and Rescue 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.

Employee Group	Terms and Conditions	Benefit in Kind	Pension Arrangements
Flexi 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
Apprentice	Green Book	NONE	Local Government Pension Scheme

* Officers with on call duties may be provided with a lease car

10.2 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 £17,792 (£18,795 per annum from 1 April 2019). The Fire and Rescue Authority occasionally employs apprentices who are not included within the definition of 'lowest paid employees' as they are not employed under contracts of employment.

- 10.3 The statutory guidance under the Localism Act 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).
- 10.4 The 2018/19 pay levels within the Fire and Rescue Authority define the multiple between the average of lowest paid (full time equivalent basic pay) employee scales and the Chief Fire Officer as 1:6.99 and between the lowest paid employee.
- 10.5 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
- 10.6 The Fire and Rescue Authority will annually publish 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.

11.0 Support for lower paid staff

- 11.1 All employees of the Fire and Rescue Service are paid above the living wage. The human resources department seeks to offer a range of support measures including a cycle to work scheme, Employee Assistance Programme, counselling, Occupational Health services and childcare vouchers.
- 11.2 The Service also offers a physiotherapy scheme; employees may refer themselves to an appropriate therapist to aid recovery from musculo-skeletal injury or other ailments; the Service funds an initial consultation and two sessions of treatment.
- 11.3 The HR department has introduced flexible benefits such as, 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.

12.0 Additions to Salary of Other Employees

- 12.1 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.

13.0 Honoraria

13.1 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;
- 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.

13.2 A determination relating to proposed honoraria for chief officers will be authorised by the Treasurer and Clerk, in line with the criteria for all employees.

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

14.0 Exit policy

14.1 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, pension benefit entitlements, holiday pay and any performance element, fees or allowances paid.

14.2 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.

14.3 The Service has a policy for severance or exit arrangements
<http://www.nwales-fireservice.org.uk/fire-and-rescue-authority/meetings-agendas-and-reports/2007/6/18/2007-june-fra/?lang=en>

14.4 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.

15.0 Off payroll arrangements

15.1 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.

16.0 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 (01/01/18)	% of CFO
CFO*	£125,674	
DCFO*	£97,649	77.7%
ACFO*	£90,795	72.2%
ACO	£61,200	48.7%

- includes remuneration for continuous duty arrangements

External provision of service	Value
Monitoring Officer	£14,414
Section 151 Officer	£7,454

FIREFIGHTING ROLES - PAY RATES FROM 1 JULY 2018

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	22,908	10.46	15.69
Development	23,862	10.9	16.35
Competent	30,533	13.94	20.91
Crew Manager			
Development	32,452	14.82	22.23
Competent	33,851	15.46	23.19
Watch Manager			
Development	34,583	15.79	23.69
Competent A	35,544	16.23	24.35
Competent B	37,854	17.29	25.64
Station Manager			
Development	39,374	17.98	26.97
Competent A	40,556	18.52	27.78
Competent B	43,428	19.83	29.75
Group Manager			
Development	45,347	20.71	Not Applicable
Competent A	46,707	21.33	"
Competent B	50,270	22.95	"
Area Manager			
Development	53,238	24.31	Not applicable
Competent A	54,833	25.04	"
Competent B	58,397	26.67	"

APPENDIX 2.2

FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2018 (RETAINED DUTY SYSTEM)

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,291	1,145	10.46	4.02
Development	2,386	1,193	10.90	4.02
Competent	3,053	1,527	13.94	4.02
Crew Manager				
Development	3,245	1,623	14.82	4.02
Competent	3,385	1,693	15.46	4.02
Watch Manager				
Development	3,458	1,729	15.79	4.02
Competent A	3,554	1,777	16.23	4.02
Competent B	3,785	1,893	17.29	4.02
Station Manager				
Development	3,937	1,969	17.98	4.02
Competent A	4,056	2,028	18.52	4.02
Competent B	4,343	2,171	19.83	4.02
Group Manager				
Development	4,535	2,267	20.71	4.02
Competent A	4,671	2,355	21.33	4.02
Competent B	5,027	2,514	22.95	4.02
Area Manager				
Development	5,324	2,662	24.31	4.02
Competent A	5,483	2,742	25.04	4.02
Competent B	5,840	2,920	26.67	4.02

Column 1 shows the full annual retainer

Column 2 shows the retainer for employees on the day crewing duty system

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 2018

Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)		
Trainee	21,763	9.94
Development	22,669	10.35
Competent	29,006	13.25
Crew Manager (Control)		
Development	30,829	14.08
Competent	32,158	14.68
Watch Manager (Control)		
Development	32,854	15.00
Competent A	33,767	15.42
Competent B	35,961	16.42
Station Manager (Control)		
Development	37,405	17.08
Competent A	38,528	17.59
Competent B	41,257	18.84
Group Manager (Control)		
Development	43,080	19.67
Competent A	44,372	20.26
Competent B	47,757	21.81
		Not applicable
		"
		"

NON-OPERATIONAL STAFF - PAY RATES FROM 1 JULY 2018

£	
per annum	
Fire Control Operator equivalent	
During first six months	19,511
After six months and during 2 nd year	20,375
During 3 rd year	21,342
During 4 th year	22,392
During 5 th year	24,388
Leading Fire Control Operator equivalent	26,118
Senior Fire Control Operator equivalent	
During 1 st year in rank	26,787
During 2 nd year in rank	27,803

JUNIOR FIREFIGHTERS - PAY RATES FROM 1 JULY 2018

£ per annum	
Aged 16	10,598
Aged 17	11,387
Aged 18	22,908

OLD NJC PAY SCP	1 April 2018		NEW NJC PAY SCP	1 April 2019	
	per annum	per hour*		per annum	per hour*
6	£16,394	£8.50	1	£17,364	£9.00
7	£16,495	£8.55	1	£17,364	£9.00
8	£16,626	£8.62	2	£17,711	£9.18
9	£16,755	£8.68	2	£17,711	£9.18
10	£16,863	£8.74	3	£18,065	£9.36
11	£17,007	£8.82	3	£18,065	£9.36
12	£17,173	£8.90	4	£18,426	£9.55
13	£17,391	£9.01	4	£18,426	£9.55
14	£17,681	£9.16	5	£18,795	£9.74
15	£17,972	£9.32	5	£18,795	£9.74
16	£18,319	£9.50	6	£19,171	£9.94
17	£18,672	£9.68	6	£19,171	£9.94
18	£18,870	£9.78	7	£19,554	£10.14
19	£19,446	£10.08	8	£19,945	£10.34
20	£19,819	£10.27	9	£20,344	£10.54
			10	£20,751	£10.76
21	£20,541	£10.65	11	£21,166	£10.97
22	£21,074	£10.92	12	£21,589	£11.19
			13	£22,021	£11.41
23	£21,693	£11.24	14	£22,462	£11.64
24	£22,401	£11.61	15	£22,911	£11.88
			16	£23,369	£12.11
25	£23,111	£11.98	17	£23,836	£12.35
			18	£24,313	£12.60
26	£23,866	£12.37	19	£24,799	£12.85
27	£24,657	£12.78	20	£25,295	£13.11
			21	£25,801	£13.37
28	£25,463	£13.20	22	£26,317	£13.64
29	£26,470	£13.72	23	£26,999	£13.99
30	£27,358	£14.18	24	£27,905	£14.46
31	£28,221	£14.63	25	£28,785	£14.92
32	£29,055	£15.06	26	£29,636	£15.36
33	£29,909	£15.50	27	£30,507	£15.81
34	£30,756	£15.94	28	£31,371	£16.26
35	£31,401	£16.28	29	£32,029	£16.60
36	£32,233	£16.71	30	£32,878	£17.04
37	£33,136	£17.18	31	£33,799	£17.52
38	£34,106	£17.68	32	£34,788	£18.03
39	£35,229	£18.26	33	£35,934	£18.63
40	£36,153	£18.74	34	£36,876	£19.11
41	£37,107	£19.23	35	£37,849	£19.62
42	£38,052	£19.72	36	£38,813	£20.12
43	£39,002	£20.22	37	£39,782	£20.62
44	£39,691	£20.71	38	£40,760	£21.13
45	£40,858	£21.18	39	£41,675	£21.60
46	£41,846	£21.69	40	£42,683	£22.12
47	£42,806	£22.19	41	£43,662	£22.63
48	£43,757	£22.68	42	£44,632	£23.13
49	£44,697	£23.17	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')