

DERBYSHIRE FIRE & RESCUE AUTHORITY



PAY POLICY STATEMENT 2018-19

MARCH 2018

VERSION 1.4

1 INTRODUCTION

1.1 Under the Localism Act 2011 Derbyshire Fire and Rescue Authority (the Authority) is required to prepare a Pay Policy Statement to explain the key policy principles that underpin its policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (referred to as 'Principal Officers' or 'Brigade Managers') and its lowest paid employees. A Pay Policy Statement must be prepared for each financial year and must be approved by the Authority. This Pay Policy statement covers the financial year 2018/19.

2 OBJECTIVES

2.1 Responsibility and scale

Derbyshire Fire and Rescue Authority is directly responsible for a budget of £37.7 million and for the employment of 839 staff (as at February 2018).

2.2 Policy objectives

The Authority publishes the pay details of all senior officers with pro rata salary of more than £50,000 in its annual Statement of Accounts. This Pay Policy Statement brings the information on remuneration into a single document for public information and to meet the obligations of the Localism Act 2011. Links to other more detailed documents are provided. Rather than be limited to legal requirements this document seeks to bring additional clarity to local people on what the senior officers do and the level of reward for their work - see [Senior Salary Information](#).

Pay bands are established on nationally applied role maps for operational employees and grading bands established through a job evaluation process for support employees. In applying its Pay Policy, the Authority ensures it abides by its policy on equality and inclusion.

2.3 Pay negotiating bodies

The Authority applies the pay scales adopted by the respective National Joint Council (NJC) negotiating bodies for all its employees up to Brigade Manager level. The Authority pays above the new national living wage applied to all employees from the 1 April 2016. Local pay arrangements are in place for Brigade Managers and are considered in Section 4.

The Authority 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 Service 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 Brigades Union
- UNISON

2.4 Service aims and objectives

A National Agreement recognises the essential role of Brigade Managers in developing the Fire and Rescue Service for the future and for delivery of statutory duties and aims and objectives of fire authorities. The NJC believes that this is best achieved in partnership with fire authorities and their Brigade Managers through the provision of an environment that encourages the maximisation of its potential and the contributions of staff. The core values of the National Agreement are embedded in the ambitions of the Authority to make Derbyshire a safer place to live, work and visit.

2.5 Service Delivery Considerations

The National Agreement recognises that the local leadership of Derbyshire Fire and Rescue Service (the Service) is fundamental to the delivery of the modernisation agenda. The Chief Fire Officer/Chief Executive (CFO/CE) is charged with the statutory duty of Prevention, Protection and Response for the County and City to save and prevent loss of life and damage to the environment. The National Agreement also recognises the need for fire authorities to recruit and retain effective Brigade Managers.

2.6 Pay strategy and design

In determining the pay and remuneration of its employees, the Authority will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and, where relevant, the Transfer of Undertakings

(Protection of Earnings) Regulations. The Authority takes the following approach to assessing individual and overall pay levels:

- Salaries of ‘Green Book’ (non-operational) employees in the Service are set using locally determined pay scales and a nationally agreed Job Evaluation Scheme.
- Salaries of ‘Grey Book’ (operational) employees in the Service are set using nationally agreed pay levels.
- Salaries of ‘Gold Book’ employees (Brigade Managers) in the Service are set under national terms and local terms and consideration is given on an annual basis to potential salary uplifts.
- Where applicable, annual national awards are normally made in April for Green Book employees, May for Gold Book employees and July for Grey Book employees.
- The Authority does not use performance related pay for its Brigade Managers.
- The Authority does not award bonuses to its Brigade Managers.

2.7 Gender Pay Gap reporting

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require that from April 2017, organisations with more than 250 employees must collect data for the year and publish its gender pay gap information by 30 March 2018 (and annually thereafter). In addition, the Service must provide a written statement on the website which confirms the accuracy of these calculations and report the data to government online. Gender pay reporting requires 6 calculations to be carried out. These are detailed below:

Mean Gender Pay Gap	Calculating the mean gender pay involves adding up all of the hourly pay rates and dividing this by the number of employees.
Median Gender Pay Gap	Calculating the median gender pay involves listing all the hourly pay rates in numerical order with the median being the middle number of the list.
Mean Bonus Gender Pay Gap	Calculating the mean bonus gender pay involves adding up all of the bonuses and dividing this by the number of employees.
Median Bonus Gender Pay Gap	Calculating the median bonus gender pay involves listing all the bonuses in numerical order with the median being the middle number of the list.
Proportion of Males and Females receiving a bonus payment	Calculating the proportion receiving a bonus involves dividing the number of relevant employees who received a bonus by the number of relevant who could have received a bonus.
Proportion of males and females in each quartile band	To calculate a quartile range order the hourly pay rates in numerical order and split the list into 4 equal sections. Then calculate how many males and females fall into each section.

Data held on 31 March 2017 is used in accordance with the Government guidelines and full details can be found at: Gender Pay Gap Information

2.8 Apprenticeships

In September 2012, the Authority approved the introduction of support staff apprentices into the Service utilising an Apprenticeship Training Agency. Apprenticeships are introduced on a case by case basis and the Authority pays above the national living wage.

3 MANAGEMENT FUNCTIONS

3.1 BRIGADE MANAGERS

The Service employs two tiers of senior management, the most senior being Brigade Managers of which there are two. As well as performing organisational management functions, these officers provide the most senior operational command for the Service.

3.2 Substantive management arrangements

The substantive management arrangements divide responsibilities between the following Brigade Managers:

- Chief Fire Officer/Chief Executive (Operational)
- Deputy Chief Fire Officer (Operational)

3.3 Brigade Managers' Pay

In accordance with the requirements of the Localism Act 2011, the following officers known as Brigade Managers are covered within this Pay Policy Statement:

- Chief Fire Officer/Chief Executive (Operational)
- Deputy Chief Fire Officer (Operational)

The job descriptions for each of the above roles are available on the Service website – see [Brigade Manager Responsibilities](#)

- 3.4 All Brigade Managers are employed on the terms defined by the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Service (known as the Gold Book). Under these national terms consideration is given on an annual basis to potential salary uplifts. Discussions take place at national level between the national employers and employees representatives to recommend a minimum increase. This recommendation can then be added to at a local level.

3.5 AREA MANAGERS

The second management tier includes five Area Managers who undertake the functional management of the Service. This tier includes a mixture of roles and associated terms and conditions and remuneration with staff being conditioned to one of two types of terms and conditions of service. These are the NJC for Local Government Services (known as the Green Book) and the NJC for Local Authority Fire and Rescue Services (known as the Grey Book). Area Manager pay is set at a fixed pay point with an additional amount paid for flexibility and Gold Command duties where appropriate. Any pay uplifts are negotiated at national level and fall in line with Grey Book increases - see [Senior Salary Information](#)

3.6 Statutory management functions

The Authority employs two Officers to fulfill statutory officer functions in-house. The roles concerned are the Director of Finance/Treasurer and the Solicitor/Monitoring Officer and the individuals to fulfill these roles are employed by and report to the Authority. These Officers are fixed pay point salary and are conditioned to Green Book terms and conditions with subsequent pay uplifts being negotiated at a national level - see [Senior Salary Information](#).

4 RECRUITMENT AND REMUNERATION OF BRIGADE MANAGERS

4.1 Recruitment of Brigade Managers

Brigade Managers are selected in line with internal policies and procedures, with the full participation of Members of the Authority and selection is based upon merit. Under the requirements of the Localism Act 2011, new posts at Brigade Manager level will continue to be subject to approval by the Authority prior to advertisement.

4.2 Brigade Managers' Pay Review Panel

The Brigade Managers' Pay Review Panel (the Panel) has delegated authority to consider all issues associated with pay and conditions of Brigade Managers. Any recommendation made by the Panel is reported to and decided upon by the Authority. Any salaries of £100,000 or more will be subject to approval by the Authority after review by the Panel and any severance payments over £100,000 will be subject to approval by the Authority.

4.3 Brigade Managers' Pay Determination methodology

The pay process for Brigade Managers consists of the two track approach in accordance with the guidance issued under the Gold Book fifth edition published in 2006 which stated:

- (1) At national level the National Joint Council for Brigade Managers of Fire and Rescue Services (NJC) annually reviews the level of pay increase applicable to all those covered by the national agreement (paragraph 10 of the Gold Book).
- (2) All other decisions about pay levels and remuneration for individual Brigade Managers are to be taken by the Authority, who should annually review these salary levels (paragraph 11 of the Gold Book)

The local pay review will be effective from April each year. Arrangements will be made for an independent review to be undertaken of the salaries of Chief Officers in similar authorities. The review should use, as a benchmark, the Best Value Family Group 4 basic salary information, that is, those authorities of a similar size, nature and risks.

4.4 Remuneration of Brigade Managers

The remuneration for Brigade Managers is based on a percentage of the CFO/CE salary which will be a 'total reward' package for 2018/2019 to include salary and access to fleet vehicles within the existing fleet to enable the duties of the post to be performed. The CFO/CE salary is to be comparable to the median salary level of the equivalent salary, that is, salary of Chief Officers in similar authorities or within a tolerance band of £1,000. Using latest available information, the median salary level is currently £144,948 in Best Value Group 4. Taking into account the benchmarking information, this would provide for a lower limit of £143,948 and a higher limit of £145,948 for the CFO/CE Salary which means the current salary for the CFO/CE is within the Pay Policy Statement range. The relationship between the salary of the Chief Fire Officer/Chief Executive and the Deputy Chief Fire Officer (Operational) is 85%.

	Salary 2016/17
Chief Fire Officer/Chief Executive	£146,572
Deputy Chief Fire Officer (85% of CFO/CE salary)	£124,586

The facility exists for the Brigade Managers (either singularly or collectively) to present a case to the Panel (by the Chair) for variation of the 'total reward' package based on evidence, the overall performance of the Service or an annual appraisal.

The Panel will have discretion to award further percentage increases each year over any NJC award that may be decided.

The local pay review will cover the period 1 April to 31 March each year.

4.5 Fees and allowances

There are no fees or allowances payable to Brigade Managers other than Telephone Allowances which are included on the remuneration note within the Statement of Accounts.

4.6 Bonuses

There is no bonus scheme in operation for any role across the Service.

4.7 Expenses

Brigade Managers, Area Managers and Statutory Officers are able to reclaim a restricted range of legitimate and evidenced expenses including landline and telephone expenses. Wherever possible the Service will determine travel and accommodation e.g. rail tickets and hotels to gain best value and reduce the level of individual claims by officers. They do not hold an expense account. Corporate credit cards are issued to Officers on a needs basis to be used for business use only and full receipts need to be provided for any expenditure. Details of payments are included in the analysis for payments made by the Authority and accessible through the following link – see [Expenditure over £250](#)

4.8 Subscriptions

Where required, the Authority pays the annual CFOA membership fee for Area Managers and Statutory Officers for the Chief Fire Officers' Association. This allowance will be reviewed annually. It does not include individual professional body fees.

4.9 Performance Review

The Brigade Managers are expected to deliver their specified objectives and meet the behaviours required. Each has an annual Appraisal. The CFO/CE's Annual Appraisal is undertaken by the Chair and Vice Chair of the Authority or their nominated substitutes.

4.10 Performance Related Pay

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

4.11 Re-engagement of Staff

The Authority does not operate a policy of re-engaging staff after retirement from the Service.

5 REMUNERATION AND PAY MULTIPLES

5.1 Remuneration of other senior officers

Remuneration details of all those senior officers employed by the Service with a pro rata salary of over £50,000 can be found in the annual Statement of Accounts – see [Statement of Accounts](#).

5.2 Derbyshire Fire and Rescue Service Staff

Terms and Conditions of employment for staff within the Service pay frameworks are set nationally with any variations negotiated and agreed locally. This can include

consideration of any market supplements and benchmarking information in determining appropriate pay and remuneration where required. The Service pay framework for operational uniformed personnel follows guidance on role related pay from the NJC, with the grade for each role being determined by a consistent job evaluation process.

- 5.3 The Service pay framework for non-operational support staff was implemented in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.
- 5.4 Pay awards are considered annually for all staff. For uniformed operational staff (Firefighter to Area Manager) any outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions is applied from July each year. For non-uniformed support staff any outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions is applied from April each year.

5.5 Other allowances and payments

Subject to meeting the qualifying conditions, employees have a right to belong to a pension scheme. The pension schemes that employees may currently be members of include:

- **Local Government Pension Scheme** - An employer contribution of 13.2% of salary is applied for all members of the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.8% and 10.5% of pensionable pay.
- **Firefighters Pension Scheme 1992** – An employer contribution of 21.7% of salary is applied for all members of the 1992 scheme/Modified scheme. The employee contribution rates currently range between 12.2% and 17% of pensionable pay.
- **Firefighters Pension Scheme 2006** - An employer contribution of 11.9% of salary is applied for all members of the 2006 scheme. The employee contribution rates currently range between 9.4% and 12.5% of pensionable pay.
- **Firefighters Pension Scheme 2015** - An employer contribution of 14.3% of salary is applied for all members of the 2015 scheme. The employee contribution rates currently range between 10.5% and 14.5% of pensionable pay.

Other allowances applying to Firefighters include Flexible Duty Payments under the national conditions of service, overtime, Continuous Professional Development (CPD) Payments, training allowances and provision of Day Staffing Houses on a rent free basis with provision to cover utility bills, relocation and rent allowances under agreed policies.

Flexible Duty Payments are made to Area Managers, Group Managers, and Station Managers who provide flexible duty cover to attend emergency incidents on a 24/7 rota basis. This is paid at 20% of basic salary.

Continuous Professional Development Payments are made under national conditions of service and are approved annually, subject to an employee having more than five years' service since attaining competence in role. This is paid as a monthly payment of £63.50 to qualifying wholetime staff, and £15.88 for qualifying retained duty system employees.

Other allowances include clothing allowance, paid to Control employees for the provision of uniform, mileage and the reimbursement of medical fees, which only applies to employees whose service commenced prior to November 1994. The reimbursement of fees extends to cover dental, optical and prescription fees as paid at NHS rates.

5.6 Pay multiples

Comparison of the CFO/CE salary to the median pay of staff covered by the Grey Book and the Green Book shows a pay multiple of 5.15 and will not exceed 5.5:

$$\text{Substantive} \quad \frac{\text{CFO/CE pay}}{\text{Median pay}} = 5.15$$

This is consistent with previous pay multiples.

6 DEFINITION OF 'LOWEST PAID' STAFF

The 'lowest paid' grade within the Authority is a Scale 3 support role (Spinal Column Point 15 being paid £17,072 per annum (Bands 14 to 17 between £16,781 to £17,772). The pay multiple between the CFO/CE and the lowest paid member of staff will be no more than 15. This will enable remuneration decisions which would help to attract competitive applications for future vacancies, whilst providing reassurance that pay is set within reasonable parameters. This will be reviewed as further information becomes available.

7 REVIEW

This statement will be reviewed annually by the Authority following the application of the national Gold, Green and Grey Book pay award decisions each year.

8 PUBLICATION

This statement will be published on the Service's website as the Derbyshire Fire and Rescue Service Pay Policy Statement to sit alongside the Brigade Managers' Pay Review Process and other information required to be published under the Government Code of Practice on Data Transparency.

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