

## **EAST SUSSEX FIRE AUTHORITY PAY POLICY STATEMENT 2012-13**

### **1. Introduction**

- 1.1 In accordance with the Localism Act 2011 (Chapter 8 Sections 38 to 43), East Sussex Fire Authority is required to produce a pay policy for the financial year 2012 – 2013 and each subsequent financial year.
- 1.2 Any decision under powers delegated in the Authority's Constitution with regard to remuneration to be taken in 2012/13 will be bound by and must comply with this Statement.
- 1.3 The ACO (POD) must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.
- 1.4 In general terms the Fire Authority recognises terms and conditions negotiated nationally by the National Employers with the National Employees' bodies for 3 distinct staff groups. These are:
  - 1.4.1 National Joint Council for Brigade Managers (referred to in East Sussex Fire Authority as Principal Officers) of Local Authority Fire and Rescue Services (commonly referred to as 'Gold Book')
  - 1.4.2 National Joint Council for Local Government Services (commonly referred to as 'Green Book')
  - 1.4.3 National Joint Council for Local Authority Fire and Rescue Services (commonly referred to as 'Grey Book')
- 1.5 Under the definitions provided for within the Act, the officers included in this pay statement are the Chief Fire Officer & Chief Executive (CFO&CE), Deputy Chief Fire Officer (DCFO), Assistant Chief Fire Officer, Assist Chief Officer (Corporate Services and Assistant Chief Officer (People & Organisational Development), collectively referred to as the Principal Officers.
- 1.6 The Monitoring Officer and Treasurer are employees of other Local Authorities and their details are covered by a separate pay policy statement.
- 1.7 The Fire Authority has delegated responsibility for any local terms and conditions, including remuneration for Principal Officers, to the Principal Officer Appointments Panel.
- 1.8 Information relating to Principal Officers pay and benefits in kind is found in the Fire Authority's Annual Statement of Accounts (relevant table appended to this statement, as set out in this document and on the Authority's website).

## 2. Objectives of the Policy

- 2.1 To ensure that the Fire Authority creates and sustains a competent, motivated and well led workforce, to meet current and future organisational needs and to be an employer of choice with improved working practices, work life balance, personal development, health and well-being and fair pay. In our People and Organisational Development Strategy we have committed to striving to achieve fairness in pay and reward structures across all occupational groups taking into account all the employment relationships exist.
- 2.2 Changes from national negotiations generally take place in January of each year (Gold Book), April (Green Book) and July (Grey Book). The Fire Authority's policy is to implement national agreements.
- 2.3 Pay increase in 2011/2012 was 0% across all staff groups as it was in the previous financial year.
- 2.4 In addition to pay the national agreements cover other terms and conditions such as annual leave and allowances for use of private vehicles on Authority business. The Authority pays car allowances in accordance with these national scales.
- 2.5 There are 3 pension schemes in existence; the Firefighters' Pension Scheme (which became closed to new entrants in 2006), the New Firefighters' Pension Scheme and the Local Government Pension Scheme.
- 2.6 All employees may join a pension scheme which is relevant to their occupational group. The operative schemes are statutory schemes with contributions from employers and the employees.
- 2.7 The Local Government Pension Scheme provides for flexible retirement which was approved by the Fire Authority in 2011-2012. The Firefighters' Pension Scheme allows for re-engagement, this was introduced as an interim policy in 2008 for a fixed period to meet a specific operational requirement. This policy has now ceased.
- 2.8 There are 2 job evaluation schemes (Local Government Job Evaluation Scheme and Job Evaluation for Grey book). These schemes do not apply to the Principal Officers whose salaries were independently evaluated by an HR Consultant in March 2010 are fixed spot salaries and approved by the Fire Authority. There are 3 pay grades for Grey Book staff (trainee, in development and competent), a spinal column system for Green book staff where the policy is start any appointee on the lowest point of the pay grade, save for where an applicant brings specific skills or experience to a post to a maximum of 2 points.
- 2.9 A lease car scheme exists on a limited basis to Principal Officers, Directors and Heads of Functions and those Managers who undertake over 4,000 business miles per annum.

- 2.10 Relocation packages are available for a limited number of staff (for those staff in Authority houses where the package will cease in 2015) where operational needs determine it should be paid to support recruitment. This was last used in 2009.
- 2.11 Professional fees and subscriptions are met where the requirement is an essential criteria of the post, irrespective of the staff group.
- 2.12 Delegated powers for the payment of honoraria lie with the Chief Fire Officer & Chief Executive. These are for special merit up to the value of £500 (excluding management posts) or for Green Book staff who temporarily undertake the full or partial duties of a higher grade post. None have been paid in the previous financial year.
- 2.13 Recruitment for permanent vacancies is subject to a formal business case which must be approved by the Corporate Management Team.

### **3. Individual Officers**

- 3.1 The Chief Fire Officer & Chief Executive is conditioned to the Gold Book terms and condition of service Under these national terms provision is made for an annual uplift which is agreed at national level between the national employers and employees. At a local level, a facility exists for the Chief Fire Officer & Chief Executive to present a case to the Panel for a salary increase based on evidence, the overall performance of East Sussex Fire and Rescue Service and an annual appraisal. There has been no local uplift for the past 2 years.
  - 3.1.1 Under the existing provisions agreed by the Fire Authority, the CFO&CE has access to either a provided car, a fully funded car leased under the ESCC leasing arrangements or a management allowance (12%) from which the post holder would be expected to provide a vehicle. The post holder has elected to receive the management allowance.
  - 3.1.2 The remuneration for this post on recruitment is £134,931.
  - 3.1.3 The Chief Fire Officer & Chief Executive was re-engaged in 2009 under the provisions of a Fire Authority policy that was available to all staff in the Firefighters Pension Scheme and who met a certain eligibility criteria. This was an interim policy which had a life of 2 years and is no longer accessible. The post holder may be eligible to join an alternative pension scheme such as the New Firefighters' Pension Scheme or Local Government Pension Scheme, subject to eligibility requirements of the scheme.
  - 3.1.4 The relationship between the salaries of the Chief Fire Officer and the Principal Officers is as follows; DCFO 80%, ACFO 75% and ACO's 75% (less 20% reflecting the operational element of the salary).

- 3.2 The Deputy Chief Fire Officer (DCFO) is conditioned to the Gold Book terms and condition of service and is a member of the Firefighters Pension Scheme. Under these national terms provision is made for an annual uplift which is agreed at national level between the national employers and employees. At a local level the CFO&CE can present a case to the Principal Officers Appointments Panel for salary increase (See paragraph 3.1). There has been no local uplift for the past 2 years.
- 3.2.1 Under the existing provisions agreed by the Fire Authority, the DCFO has access to either a provided car, a fully funded car leased under the ESCC leasing arrangements or management allowance (12%) from which the post holder would be expected to provide a vehicle.. The post holder has elected to receive a provided car.
- 3.2.2 The remuneration for this post on recruitment is £107,943.
- 3.2.3 The provisions for redundancy are the statutory payments for redundancy.
- 3.3 The Assistant Chief Fire Officer (ACFO) is conditioned to the Gold Book terms and condition of service and is a member of the Firefighters' Pension Scheme. Under these national terms provision is made for an annual uplift which is agreed at national level between the national employers and employees. At a local level the CFO&CE can present a case to the Principal Officers Appointments Panel for salary increase (See paragraph 3.1). There has been no local uplift for the past 2 years.
- 3.3.1 Under the existing provisions agreed by the Fire Authority, the ACFO has access to either a provided car, a fully funded car leased under the ESCC leasing arrangements or management allowance (12%) from which the post holder would be expected to provide a vehicle.. The post holder has elected to receive a management allowance.
- 3.3.2 The remuneration for this post on recruitment is £101,199.
- 3.3.3 The provisions for redundancy are the statutory payments for redundancy.
- 3.4 The Assistant Chief Officer (ACO Corporate Services) is conditioned to the Gold Book terms and condition of service. Under these national terms provision is made for an annual uplift which is agreed at national level between the national employers and employees. At a local level the CFO&CE can present a case to the Principal Officers Appointments Panel for salary increase (See paragraph 3.1). There has been no local uplift for the past 2 years.
- 3.4.1 Under the existing provisions agreed by the Fire Authority, the ACO has access to either fully funded car leased under the ESCC leasing arrangements or management allowance (12%) from which the post holder would be expected to provide a vehicle. The post holder has elected to receive a leased car for which a benefit in kind is applied and paid for by the post holder.

- 3.4.2 The remuneration for this post on recruitment is £84,330.
- 3.4.3 The post holder is a member of the Local Government Pension Scheme.
- 3.4.4 The post holder is entitled to discretionary entitlements in relation to redundancy which include average weekly pay with a multiplier of 1.75 applied and exceptional cases augmentation of pensionable service to the maximum of 3 years. These provisions apply to all staff eligible to join the Local Government Pension Scheme.
- 3.5 The Assistant Chief Officer (ACO People & Organisational Development) is conditioned to the Gold Book terms and condition of service. Under these national terms provision is made for an annual uplift which is agreed at national level between the national employers and employees. At a local level the CFO&CE can present a case to the Principal Officers Appointments Panel for salary increase (See paragraph 3.1). There has been no local uplift for the past 2 years.
- 3.5.1 Under the existing provisions agreed by the Fire Authority, the ACO has access to either a fully funded car leased under the ESCC leasing arrangements or management allowance (12%) from which the post holder would be expected to provide a vehicle. The post holder has elected to receive a leased car for which a benefit in kind is applied and paid for by the post holder.
- 3.5.2 The remuneration for this post on recruitment is £84,330.
- 3.5.3 The post holder is a member of the Local Government Pension Scheme.
- 3.5.4 The post holder is entitled to discretionary entitlements in relation to redundancy which include average weekly pay with a multiplier of 1.75 applied and exceptional cases augmentation of pensionable service to the maximum of 3 years. These provisions apply to all staff eligible to join the Local Government Pension Scheme.

#### 4. **Pay Floor**

- 4.1 The definition of the 'lowest paid employee' is that post-holder receiving the lowest (FTE) annual salary (exclusive of Employer pension contributions) but excluding Retained Firefighters.
- 4.2 The staff roles which fall into this category are our apprentices (2) who are employed under the national scheme and receive minimum wage which equates to £11,697 p.a. currently and is uplifted in accordance with the national minimum wage increases.
- 4.3 The next pay floor level (i.e. those who are not apprentices) are our cooks who receive £12,789 p.a.

4.4 As this pay policy statement is a new requirement without any comparative information currently available it is the Fire Authority's intention to use 2012/2013 as a base line year. The pay multiplier' will be calculated each year and will be published. This will be monitored for changes over time

The following table provides information about the remuneration of those senior managers who influence the decisions of the Fire Authority as a whole (i.e. Senior Officers whose salary is more than £50,000 pa).

### Senior Employees Remuneration

|   | Year    | Salary,<br>Fees and<br>Allowances<br>£ | Bonuses<br>£ | Expenses<br>Allowances<br>(incl. Benefit<br>in Kind)<br>£ | Compensation<br>of Loss of<br>Employment<br>£ | Employers<br>Pension<br>Contribution<br>£ | Total<br>£ |
|---|---------|--|--------------|---|---|---|------------|
| Chief Fire Officer<br>(Note 3 & 4)        | 2010/11 | 151,858                                | -            | -   | -   | -   | 151,858    |
|   | 2009/10 | 145,735                                | -            | -   | -   | 7,794                                     | 153,529    |
| Deputy Chief Fire<br>Officer (Note 1 & 4) | 2010/11 | -                                      | -            | -   | -   | -   | -          |
|   | 2009/10 | 2,797                                  | -            | -   | -   | 596                                       | 3,393      |
| Deputy Chief Fire<br>Officer (Note 2 & 4) | 2010/11 | 109,238                                | -            | -   | -   | 23,268                                    | 132,506    |
|   | 2009/10 | 103,007                                | -            | -   | -   | 21,941                                    | 124,948    |
| Assistant Chief Fire<br>Officer (Note 4)  | 2010/11 | 106,338                                | -            | -   | -   | 22,650                                    | 128,988    |
|   | 2009/10 | 76,722                                 | -            | -   | -   | 16,342                                    | 93,064     |
| Assistant Chief Officer<br>(Note 4)       | 2010/11 | 84,778                                 | -            | 5,460   | -   | 16,390                                    | 106,628    |
|   | 2009/10 | 82,743                                 | -            | 4,374   | -   | 15,887                                    | 103,004    |
| Assistant Chief Officer<br>(Note 4)       | 2010/11 | 84,778                                 | -            | 5,272   | -   | 16,446                                    | 106,496    |
|   | 2009/10 | 82,741                                 | -            | 5,021   | -   | 15,886                                    | 103,648    |

#### Notes:

1. Retired on 8<sup>th</sup> April 2009.
2. Employment commenced 15<sup>th</sup> June 2009.
3. Pension contributions for the Chief Fire Officer ceased with effect 30 June 2009.
4. The difference between this figure and that quoted in the pay policy statement is due to arrears paid in December 2009.