

## **EAST SUSSEX FIRE AUTHORITY PAY POLICY STATEMENT 2013-14**

### **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 2012/13 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 2013/14 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 within 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 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 its People and Organisational Development Strategy, the Fire Authority has committed to striving to achieve fairness in pay and reward structures across all occupational groups, taking into account all the employment relationships which 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 There was a pay increase of 1% in July 2012 for Grey Book staff.
- 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 three 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 employees.
- 2.7 The Local Government Pension Scheme provides for flexible retirement which was approved by the Fire Authority in 2011/12. The Firefighters' Pension Scheme allowed 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 two 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 and are single point salaries that were approved by the Fire Authority. There are three pay grades for Grey Book staff (trainee, in development and competent); and a spinal column system for Green Book staff, where the policy is to 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 for Principal Officers, Directors, Heads of Functions and those support staff who undertake over 4,000 business miles per annum.

- 2.10 Relocation packages are available to staff conditioned to the day crewing system to enable service houses to be vacated by 31<sup>st</sup> March 2015.
- 2.11 Professional fees and subscriptions are met where the requirement is an essential criterion of the post, irrespective of the staff group.
- 2.12 Delegated powers for the payment of honoraria lie with the CFO&CE. 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 CFO&CE is conditioned to the Gold Book terms and conditions 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 CFO&CE to present a case to the Panel for a salary increase based on evidence, the overall performance of East Sussex Fire & Rescue Service and an annual appraisal. There has been no local uplift since January 2010.
  - 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 CFO&CE was re-engaged in 2009 under the provisions of a Fire Authority policy that was available to all staff in the Firefighters' Pension Scheme who met a certain eligibility criteria. This was an interim policy which had a life of two 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 CFO&CE and the Principal Officers is as follows: DCFO 80%, ACFO 75% and ACOs 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 conditions 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 since January 2010.

- 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 conditions 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 since January 2010.
  - 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) People & Organisational Development is conditioned to the Gold Book terms and conditions 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 since January 2010.
  - 3.4.1 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.

- 3.4.2 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, in 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 the post-holder receiving the lowest (FTE) annual salary (exclusive of Employer pension contributions), excluding Retained Firefighters.
- 4.2 The staff roles which fall into this category are our apprentices (two) who are employed under the national scheme and receive the minimum wage, which equates to £11,697 a year, and is uplifted in accordance with the national minimum wage increases.
- 4.3 The next pay floor level applies to our cooks, where the annual full time equivalent salary starts at £13,188.
- 4.4 The median pay for 2011/12 was £28,199 and for 2012/13 it is £28,410.
- 4.5 The pay of the CFO&CE was 11.46 times the pay of the lowest paid worker (excluding apprentices) for 2011/12 and remains the same for 2012/13.
- 4.6 The following table provides information about the remuneration of those senior managers who influence the decisions of the Fire Authority as a whole:

#### Senior Employees' Remuneration

	Year	Salary, Fees and Allowances £	Bonuses £	Expenses Allowances (including Benefit in Kind) £	Compensation of Loss of Employment £	Employer's Pension Contribution £	Total £
Chief Fire Officer & Chief Executive (Note 1)	2011/12	151,123	-	-	-	-	151,123
	2010/11	151,858	-	-	-	-	151,858
Deputy Chief Fire Officer	2011/12	107,791	-	-	-	22,992	130,783
	2010/11	109,238	-	-	-	23,268	132,506
Assistant Chief Fire Officer (Note 2)	2011/12	113,423	-	-	-	24,142	137,565
	2010/11	106,338	-	-	-	22,650	128,988
Assistant Chief Officer	2011/12	83,983	-	5,334	-	16,293	105,610
	2010/11	84,778	-	5,272	-	16,446	106,496

Notes:

1. Pay includes a Management Allowance of 12% of annual salary.
2. Pay includes a Management Allowance of 12% of annual salary only applied in 2011/12
3. 2010/11 pay includes arrears awarded in 2009/10