

APPENDIX A

Hampshire Fire and Rescue Service Pay Policy Statement 2019/20



**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

1. Introduction

- 1.1 The purpose of this Pay Policy Statement is to set out Hampshire Fire and Rescue Service's pay policies relating to its workforce for the financial year 2019/20, including the remuneration of its Chief Officers and lowest paid employees.
- 1.2 Under the terms of the Localism Act 2011, the Pay Policy Statement must be considered at a full meeting of the Hampshire Fire and Rescue Authority (HFRA) and cannot be delegated to any sub-committee.

2. Pay Framework

- 2.1 Pay for all employees of HFRS is determined by the Local Government Employers with the Employers' Sides of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers' Negotiating Body, and the NJC for Brigade Managers of Local Authority Fire and Rescue Services, the Hampshire Fire & Rescue Authority locally and representative bodies nationally. Terms and conditions of employment for HFRS employees are set nationally with any variations negotiated and agreed locally.
- 2.2 The HFRS pay framework for non-operational support staff was implemented in March 2002 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. Pay awards for non-uniformed support employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from April each year.
- 2.3 The HFRS pay framework for operational uniformed staff was implemented in December 2003 following a rank-to-role exercise in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. Pay awards for uniformed operational employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from July each year.

3. Chief Officer Remuneration

- 3.1 With respect to Chief Officers' pay, this is agreed by the Hampshire Fire & Rescue Authority (HFRA). Taking into account relevant available information, including the salaries of Chief Officers in other comparable Fire & Rescue Services nationally, Chief Officer pay awards are based on NJC recommendations, together with an evaluation of their performance in role as determined locally with the HFRA. To support the annual review, information may be provided on inflation, earnings growth and any significant considerations from elsewhere in the public sector. The details of HFRS' Chief Officers pay is outlined **Annex A** below.
- 3.2 The definition of Chief Officers (as set out in section 43(2)) is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer. Roles that form HFRS' Executive Group

(other than Chief of Staff) receive remuneration based on direct percentage proportions of the Chief Officer's pay and hence any agreed Chief Officer pay award (as described above) will be reflected in the remuneration of these employees. Therefore, these roles within the Executive Group are covered by the Pay Policy Statement and details of their pay is also outlined in Annex A.

- 3.3 Chief Officer pay may be varied during a financial year (e.g. if the incumbent post holder were to leave and a replacement be recruited). Any changes to remuneration, (whether increases or decreases), in this situation, (or for any other legitimate reason) must be approved by the HFRA. The effects of any changes cascading from any change to other existing Executive Group employees would also require review and HFRA approval at that time.

4. Remuneration of the lowest paid employee

- 4.1 HFRS define the "lowest paid employee" as that post holder receiving the lowest (FTE) annual salary. This definition has been chosen as the most representative and equitable method for comparison with Chief Officer remuneration.
- 4.2 The lowest salary paid by HFRS is to employees at Grade A of the HFRS pay framework. The salary at this grade is £17,364pa equivalent to £9.00 per hour. This is above the National Living Wage (NLW) of £8.21 per hour which was introduced from 1 April 2016 for workers aged 25 and over. However, there are currently no employees on Grade A. Therefore, the starting salary of the lowest paid employee within HFRS is those at Grade B who receive £18,065pa equivalent to £9.36 per hour.

5. Average remuneration of employees

- 5.1 The median average salary of an HFRS Green Book FTE post is £28,298. This includes all Green Book posts but excludes incident command unit employees whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.
- 5.2 The median average salary of an HFRS Grey Book FTE post is £34,611. This includes all operational posts and Control but excludes retained firefighters whose earning vary considerably based on levels of operational activity and the volume of incidents to which they respond.

6. Relationship between remuneration of Chief Officers and lowest paid employees

- 6.1 The remuneration of the Chief Officer represents a multiple of 8.7 of the salary at Grade B which is the lowest paid employees' salary. The relationship to the average Green Book staff salary is a multiple of 5.6 and to the average Grey Book staff salary it is a multiple of 4.6. HFRS relies on the transparency and equality of application of job evaluation processes to achieve equitable pay rates for all roles. As such, there is no specific policy to set or achieve a particular pay multiple in relation to Chief Officer remuneration completed to the pay levels of other staff.

7. Policies relating to remuneration (including pensions)

- 7.1 Pension scheme employer contributions are detailed on Annex A as part of Executive Group level salary costs. There are no special arrangements for Chief Officers in relation to pensions. All staff have the option to join the pension scheme relevant to their role and benefits under each scheme are based on contributions, final salary and length of time in the scheme.
- 7.2 Operational employees joining HFRS are eligible to join the New Firefighters Pension Scheme (NFPS). Existing operational employees, including Chief Officers may be members of the previously available Firefighters Pensions Scheme (FPS) or the NFPS. Non-operational employees are eligible to join the Local Government Pension Scheme (LGPS) as are some more senior operational employees who have taken re-employment after retiring from the FPS.
- 7.3 HFRS does not routinely award any employees or Chief Officers with additional payments based on their performance or pay any bonuses. However, in 2018 when considering the Chief Officer's remuneration, HFRA decided to award a one-off payment of £5k to the Chief Officer only rather than a local pay award which would subsequently be applied to salary of all Executive Group roles.
- 7.4 No special payments are made to employees or Chief Officers on leaving HFRS.
- 7.5 The management of redundancy in HFRS is detailed in Service Order 1/33 - Redundancy Procedure.
- 7.6 HFRS does not permit the automatic re-engagement of staff after retirement.

ANNEX A

Hampshire Fire and Rescue Service - Pay Policy Statement 2019/20

Salary details of Executive Group roles in Hampshire Fire and Rescue Service

Role	Salary at 1.4.19	Pension contribution*	Total Remuneration including pension contributions
	£	£	£
Chief Officer	£158,350	£17,419	£175,769
Director of Risk & Strategy (Deputy Chief Officer)	£126,670	£27,487	£154,157
Director of Performance & Assurance (Assistant Chief Officer)	£118,754	£15,557	£134,311
Director of Operations (Assistant Chief Officer)	£118,754	£13,063	£131,817
Director of Strategic Change (Director)	£110,838	£14,520	£125,358

*Figures based on actual employers pension cost for each based on the officers actual membership of a particular scheme – including 1992 Fire Scheme employers cost of 21.7%/New Fire scheme employers cost of 11/LGPS employer cost of 13.1%.