Pay Policy Statement

Cumbria Fire & Rescue

Service

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| Version Control | Changes Made | Author |
| Version 1 – May 2024 | CFRS Rebrand & Update | HR |

Introduction

1.1 In accordance with sections 38 to 43 of the Localism Act this document represents Cumbria Commissioner Fire and Rescue Authority Pay Policy Statement for 2024/2025. It sets out Cumbria Fire & Rescue Service policies in relation to the remuneration of its staff including the following:

* Remuneration of its Chief Officers,
* Remuneration of its lowest paid employees,
* The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers

1.2 The Pay Policy Statement is subject to annual review and must be approved by the Service for each financial year.

1.3 The Pay Policy Statement will be published on the Authority’s website as soon as reasonably practicable after approval or amendment.

**2.0 Pay Structures**

2.1 The pay structure for employees conditioned to the scheme of conditions of service for Local Authorities’ Fire and Rescue Services is established through national negotiating committees of the National Joint Council (NJC). In relation to employees who are employed under ‘Green Book’/NJC for Local Government Services terms and conditions, national pay frameworks are used as the basis for the local pay and grading structure, and the national pay review process is used to determine its annual increases.

2.2 This approach towards pay for the wider workforce, and the use of established job evaluation schemes, ensures a planned approach towards pay policy that is accountable, transparent and fair.

2.3 Newly recruited firefighters are paid a trainee rate of pay as agreed through the NJC for the period of their recruits’ course; following successful completion of the course the recruits then placed in the development phase and associated lower pay point. Rates of pay are based on defined stages of development leading to demonstration of competence in the employee’s role.

2.4 The lower pay point, following training, is paid whilst in the development phase of the role. Once all the role requirements have been assessed as having been achieved, competence is deemed to have been demonstrated and the ‘competent’ pay rate is applied.

2.5 The Government’s National Living Wage (NLW) sets a minimum wage for all workers aged twenty-three and over. The NLW hourly rate effective from 1st April 2024 is £11.44. The Authority’s currently lowest paid employees are paid at Grade 4, which has an hourly rate of £12.18 which is above this level. Grades 1 to 3 have hourly rates below that of NLW; if posts at these grades were implemented, they would include a non-contractual pay supplement to increase these rates to the Living Wage Foundation 'UK Living Wage' rate of £12.00 per hour The NJC has agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine – can meet the challenge of the Government’s target for the National Living Wage in the coming years.

2.7 Pay negotiations for this year are ongoing with the NJC

**3.0 Definitions**

3.1 Senior Officers in Cumbria Fire and Rescue Service are defined as being the:

* Chief Fire Officer
* Deputy Chief Fire Officer
* Assistant Chief Fire Officer
* Area Manager \*3
* Heads of Service \*1

**Lowest Paid Employees:**

3.2 Firefighter (trainee) is the lowest paid operational employee, however the maximum period of time that this pay rate is applicable is normally 12 weeks, that being the expected duration of a wholetime recruit course, after which the level of pay is Firefighter (development).

3.3 Grade 4\*, spinal column point five, reflects the lowest level of pay to a non-operational employee.  Each role begins at the grade level ‘A’ salary, rising to the grade level ‘B’ salary upon achieving full competency in the role, which would normally be 6 months after appointment.

**4.0 Remuneration of and Payments to Chief Officers**

**Remuneration**

**a) Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer**

4.1 The terms and conditions of service of Principal Officers e.g., the Chief Fire Officer and Deputy Chief Fire Officer are in accordance with the NJC for Service Managers of the Fire and Rescue Services Scheme of Conditions of Service (“the Gold Book”) as varied locally under the ‘twin track approach.’   Under the twin track approach, the NJC publishes, annually, recommended minimum levels of salary applicable to Chief Fire Officers.

4.2 The NJC reviews the level of pay increase, considering affordability, other relevant pay deals and the rate of inflation. This increase is communicated to fire authorities by circular and fire authorities are able to determine locally all other decisions about the level of pay and remuneration.

4.3 Other decisions about the level of pay and remuneration to be awarded to the Chief Fire Officer will be taken by the Cumbria Police, Fire & Crime Commissioner in accordance with local salary structure guidance contained in the “Gold Book”. The Chief Fire Officer will be responsible for any decisions about the level of pay and renumeration of all roles up to and including Deputy Chief Fire Officer.

4.4 The current Salaries of Chief Officers are:

Chief Fire Officer: £123,170

Deputy Chief Fire Officer: £112,652

Assistant Chief Fire Officer: £98,656

Pay for these posts reflects a base salary, which is role specific, operational Principal Officers also receive a 10% operational allowance to reflect the operational requirements of the role and duty system.

**b) Area Manager**

The pay structure for an Area Manager is based on the NJC determined flexible duty Area Manager salary rates (development and competent). The current annual salary for an Area Manager is:

Competent A – 65, 056

Competent B – 69, 283

In addition to their salary, Area Managers also receive a 20% flexible duty system allowance plus 7.5% additional allowance per annum for working in accordance with the Strategic Operational Manager Rota.

It is important to note that ‘Grey Book’ salaries are still being negotiated and any increase is not effective until 1st July 2024

**c) Heads of Service**

The Service currently has 1 Head of Service. They are paid at Grade 18 £62,273 - £65,017

**d) Statutory Management Functions**

The Authority’s Section 151 Officer and Monitoring Officer are employed by the Office of the Police, Fire & Crime Commissioner for Cumbria.

**Increases and Additions to Remuneration**

4.5 The Chief Fire Officer has an annual review in March with the Police Fire and Crime Commissioner which follows the Service’s process and is used to determine level of progression up the pay scale.  This could range from no movement to a shift at an accelerated rate (maximum two points) based on assessment of expected progress against objectives and outcomes.

4.6 The same process applies to the Deputy Chief Fire Officer and Assistant Chief Fire Officer who have an appraisal with the Chief Fire Officer to assess progress against their individual objectives and outcomes.

4.7 Area Managers are placed in development phase upon appointment and receive the associated development rate of pay.  Once all their role requirements have been assessed as having been achieved, competence is deemed to have been demonstrated and the Area Manager competent pay rate is applied.

**Bonuses**

4.8 There is no bonus scheme in operation for any role across the Service.  This ensures that there is the appropriate accountability and transparency of salaries and, in particular, the salaries of senior staff.

**Performance Related Pay**

4.9 It is expected that Chief Officers will perform to the highest level and therefore performance related pay will not form part of current remuneration arrangements. This position will be reviewed if legislation and/or guidance relating to senior posts is changed.

**Performance Review**

4.10 As stated in paragraph 4.2, Principal Officers are expected to deliver specified objectives, and each has an annual performance review with the CFO.  The CFO’s performance is monitored and reviewed by the Police Fire and Crime Commissioner.

The DCFO’s and ACFO’s performance is reviewed by the CFO.

**Other Payments**

4.11 In addition to annual pay, the operational Principal Officers are provided with a Service vehicle for the purposes of providing continuous duty.

4.12 Any honoraria to be paid would be paid in arrears and are subject to approval of a Principal Officer. Amounts exceeding £2,000 must be approved by the Chief Fire Officer.

**5.0 Payment to Chief Officers Upon Termination of their Employment**

5.1 Chief Officers who cease to hold office or be employed by the Cumbria Fire & Rescue Service will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contracts of employment, their general terms and conditions and existing policies.

5.2 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Service’s Early Retirement and Redundancy Policy sets out provisions which apply to all staff regardless of their level of seniority.

5.3 The Service’s Early Retirement and Discretions policies also set out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.

**6.0 Retirement, Re-Engagement and Abatement**

6.1 In accordance with the requirements of the 2018 Fire and Rescue Framework for England the Authority has a policy of not re-appointing principal officers after retirement to their previous, or a similar, post except for in exceptional circumstances when such a decision is necessary in the interests of public safety.

6.2 In accordance with the Regulations of the relevant Pension Schemes, if an employee retires and then returns to work and their earnings on re-employment (including pension) exceed their earnings before they retired, the Fire Authority will reduce or stop (“abate”) the employees’ pension to the point where the aggregate of the pension in payment and the salary received on re-employment does not exceed the level of earnings directly prior to their retirement.

**7.0 Remuneration of Lowest Paid Employees**

7.1 The lowest paid operational employee at the statement date is Firefighter (Development). The lowest paid non-operational employee is Grade 4.

7.2 The remuneration of these employees is:

* Fire-fighter (Development) £28,310 It is important to note that ‘Grey Book’ salaries are still being negotiated and any increase is not effective until 1st July 2024
* Non-operational employees (Grade 4, Spinal Column point 5) £23,500

**8.0 Relationship between Remuneration of Chief Officer and Non Chief Officer Remuneration**

8.1 The ratio between the highest paid salary and the median average salary of the whole of the Service’s workforce is known as the pay multiple.

8.2 The median average salary of a Cumbria Fire and Rescue Service employee includes all non-operational posts and operational posts but excludes retained firefighters whose earnings vary considerably based on work activity.  The current pay multiple is 4.1.

8.3 The following table shows the relationship between the Principal Officers and the lowest paid employees expressed as a ratio.

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| --- | --- |
| **OPERATIONAL RATIOS** | **Lowest pay point (Development FF)** |
| Chief Fire Officer to Firefighter | 5 : 2 |
| **NON-OPERATIONAL RATIOS** | **Lowest pay point** |
| Chief Fire Officer to Grade 4 | 6.7 : 1 |

**9.0 Publication and Access to Information relating to Remuneration of Chief Officers**

9.1 Key documents in relation to pay are this Pay Policy Statement and the Service’s Annual Statement of Accounts.  Both of these documents and other information will be published on the Service’s website in line with the Code of Recommended Practice for Local Authorities on Data Transparency.

**10.0 Equal Pay**

10.1 Part-time workers receive the same pay and remuneration as full-time workers undertaking the same job role on a pro-rata basis.

10.2 Cumbria Fire & Rescue Service are committed to:

* Seeking to ensure that all staff are valued and receive proper recognition for their work and contribution to the Service.
* Working within available resources and financial constraints.
* Recognising the importance of pay in recruiting, retaining, motivating and rewarding staff.
* Ensuring the application of open, objective, fair and consistent criteria in all decisions on staff pay.
* Ensuring that pay and staffing decisions are in line with the Authority’s duties and legal obligations under all relevant employment legislation including the Equality Act 2010.