

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

PAY POLICY STATEMENT 2024/2025

1 AIM OF POLICY

- 1.1 The aim of this document is to set out the pay policy for employees of Tyne and Wear Fire and Rescue Authority.

2 BACKGROUND

- 2.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a pay policy statement for each financial year.
- 2.2 A Pay Policy Statement is expected to comply with the following:
- A Pay Policy Statement for a financial year must set out the Authority's policies for the financial year relating to the remuneration of its Chief Officers;
 - The statement must include the Authority's policies relating to:
 - the level and elements of remuneration for each Chief Officer;
 - remuneration of each Chief Officer on recruitment;
 - increases and additions to remuneration for each Chief Officer;
 - the use of performance related pay for Chief Officers;
 - the use of bonuses for Chief Officers;
 - the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority; and
 - the publication of and access to information relating to the remuneration of Chief Officers.
- 2.3 A pay policy statement for a financial year may also set out the Authority's policies for the financial year relating to the other terms and conditions applying to the Authority's Chief Officers.

3 DEFINITIONS OF CHIEF OFFICERS

- 3.1 The strict definition of "Chief Officers" within the legislation is limited to:
- Head of paid service designated under section 4(1) of the Local Government and Housing Act 1989;
 - The monitoring officer designated under section 5(1) of that Act;
 - The statutory chief officer mentioned in section 2(6) of that Act;
 - The non-statutory chief officer mentioned in section 2(7) of that Act;

- Deputy Chief Officer mentioned in section 2(8) of that Act.
- 3.2 The following posts have been identified as matching the definitions of “Chief Officer” in the Local Government and Housing Act 1989;
- Head of Paid service designated under section 4(1) is interpreted as the Chief Fire Officer and Chief Executive / (Clerk to the Authority)
 - Monitoring Officer designated under section 5(1) is interpreted as the Assistant Director of Law and Governance at Sunderland City Council, who also acts as Deputy Clerk to the Authority.
 - Statutory Chief Officer mentioned in section 2(6) is interpreted as the Chief Fire Officer and additionally the Finance Director.
 - There are no roles that meet the criteria of non-statutory chief officer as mentioned in section 2(7).
 - Deputy Chief Officer mentioned in section 2(8) of that Act is interpreted as the Deputy Chief Fire Officer and Assistant Chief Officer roles, of which there are one of each.
- 3.3 The Authority employs two tiers of senior management, the most senior being Brigade Managers, consisting of one Chief Fire Officer, one Deputy Chief Fire Officer and one Assistant Chief Fire Officer. As well as performing organisational management functions these officers provide the most senior operational command for the Service. All three officers are employed on the terms defined by the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services (known as the ‘Gold Book’).
- 3.4 The Authority also employs its own Section 151 Officer (Finance Director) who is employed on the terms defined by the NJC for Local Government Services – National Agreement on Pay and Conditions of Service (‘Green Book’).

4 BASIC PAY

- 4.1 The following officers are covered within this pay policy statement:
- Chief Fire Officer and Chief Executive (Clerk to the Authority)
 - Deputy Chief Fire Officer
 - Assistant Chief Fire Officer
 - Finance Director
- 4.2 The Authority has, over a number of years, operated within a Lead Authority arrangement and the Monitoring Officer and Deputy Clerk role is provided through a Service Level Agreement. As the individual, who fulfils these roles for the Fire and Rescue Authority, is not employed by

the Authority, their pay is not covered within this Policy document but may be found in the Policy of their employer (Sunderland City Council).

- 4.3 The basic pay details of all Brigade Managers and the Finance Director are available on the Tyne and Wear Fire and Rescue Service website.
- 4.4 The Chief Fire Officer's pay is reviewed taking into consideration market factors, the NJC relevant minimum salary levels for the population band covered, and relevant benchmark data. This figure is uplifted for any annual pay increases published by the NJC.
- 4.5 The Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer were awarded a 7%, 5% and 3.5% pay award with effect from 1 January 2022, 1 January 2023 and 1 January 2024 respectively.
- 4.6 The Finance Director received a pay award of 3.5% effective from 1 April 2023. This was the last pay award agreed and implemented in respect of the salary related to this role.
- 4.7 The levels of pay are determined by both national and local review following, in relation to Deputy Chief Fire Officer and Assistant Chief Fire Officer, the guidance set out in the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services ('Gold Book') Terms of Conditions and, in relation to Finance Director, the NJC for Local Government Services – National Agreement on Pay and Conditions of Service ('Green Book')
- 4.8 All other payments are determined by the Authority and contained within the Authority's statement of accounts which is also published on the Tyne and Wear Fire and Rescue Service website.
- 4.9 Other Brigade Managers' pay is set in relation to the percentages of the Chief Fire Officer's salary, i.e. Deputy Chief Fire Officer and Assistant Chief Fire Officer, where the officers provide Strategic and Tactical Command, is 85% and 80% of Chief Fire Officer's salary respectively.
- 4.10 There is no defined relationship between the Finance Director and the other Chief Officers as identified in the Local Government and Housing Act 1989
- 4.11 There is no defined relationship between Brigade Managers' pay and other Authority employees.
- 4.12 Brigade Managers are provided with a car.

5 REMUNERATION OF BRIGADE MANAGERS ON RECRUITMENT

- 5.1 On recruitment the Fire and Rescue Authority will consider and agree the conditions of employment and salary of the Chief Fire Officer, Deputy Chief Fire Officer and the Assistant Chief Fire Officer.

Consideration will be given to market forces, national Government policy, local indicators and NJC guidance.

6 REMUNERATION OF ALL OTHER EMPLOYEES OF THE TYNE AND WEAR FIRE AND RESCUE SERVICE

6.1 National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service ('Green Book')

6.1.1 Salaries of 'Green Book' employees in the Service are set using nationally agreed pay scales and the nationally agreed Job Evaluation Scheme.

6.2 National Joint Council for Local Authority Fire and Rescue Services – Scheme of Conditions of Service (Current Edition) ('Grey Book')

6.2.1 Salaries of 'Grey Book' employees in the Service are set using nationally agreed pay levels.

7 PAY AWARDS

7.1 Where National Pay Awards are agreed, changes are made to pay scales on an annual basis and these updated pay scales are applied to all employees. This annual award is normally applicable in April for Green Book Employees, July for Grey Book Employees and January for Gold Book employees.

8 THE USE OF PERFORMANCE RELATED PAY FOR BRIGADE MANAGERS

8.1 Tyne and Wear Fire and Rescue Authority does not use performance related pay for Brigade Managers.

9 THE USE OF BONUSES AND TERMINATION PAYMENTS FOR BRIGADE MANAGERS

9.1 Tyne and Wear Fire and Rescue Authority do not award bonuses to Brigade Managers. Termination payments are also not payable.

10 THE APPROACH TO THE PAYMENT OF BRIGADE MANAGERS ON THEIR CEASING TO HOLD OFFICE OR TO BE EMPLOYED BY THE AUTHORITY

10.1 The payment to Brigade Managers on the ceasing of their employment is in line with the benefits accrued through meeting the qualifying requirements of the relevant Pension Scheme, assuming they are a Member of a relevant Scheme.

- 10.2 In the case of any redundancy payments to be made to Brigade Managers these payments will be set using the existing regulations for 'Gold Book' employees. Redundancy payments will be calculated based on the statutory maximum weekly pay.
- 10.3 Any other payments will be subject to the approval of the Authority on a case by case basis.

11 THE APPROACH TO THE PAYMENT OF ALL OTHER EMPLOYEES ON THEIR CEASING TO HOLD OFFICE OR TO BE EMPLOYED BY THE AUTHORITY

- 11.1 'Green Book' Employees - The payment to Green Book Employees on the ceasing of their employment will be in line with the benefits accrued through meeting the qualifying requirements of the relevant Pension Scheme, assuming they are a Member of a relevant pension scheme.
- 11.2 In the case of any redundancy payments to be made to Green Book Employees these payments will be set using the existing regulations for Green Book employees. Redundancy payments will be calculated based on the actual weekly pay.
- 11.3 If the affected employee is a member of the Local Government Pension Scheme, in the case of redundancy the guidance contained within the pension policy statement will apply under the existing conditions of the Local Government Pension Scheme. (The Pension Policy Statement can be found at Appendix A of the Pay Policy Statement).
- 11.4 'Grey Book' Employees - The payment to Grey Book Employees on the ceasing of their employment will be in line with the benefits accrued through meeting the qualifying requirements of the relevant pension scheme, assuming they are a Member of a relevant pension scheme.
- 11.5 In the case of any redundancy payments to be made to Grey Book Employees these payments will be set using the existing Redundancy Policy regulations for Grey Book employees. Redundancy payments will be calculated based on the actual weekly pay.

12 MAXIMUM PAY MULTIPLE DEFINITION

- 12.1 One of the requirements of the Localism Act 2011 is that the Authority has a policy on pay multiples for senior staff.
- 12.2 The definition of lowest paid employees is those staff who are employed in jobs which are paid at Scale 1 level (spinal column point 1) (£22,366 per annum for a full time 37 hour week with effect from 1 April 2023), this being the lowest salary paid to employees other than apprentices. The salaries attributable to apprentices depend on age and are those set out within the National Minimum Wage legislation. Given the specific nature of these appointments, the Authority does not

include apprentices within the definition of lowest paid employees for the purposes of this policy statement.

- 12.3 While pay is important as a whole, it is fairness which is of most importance. The current pay multiples for the Chief Fire Officer and lowest paid employee is 8.16:1. This is well within the Government expectation that the pay multiple relationship should be below 20:1 in local government. Figures published by Government set out an expectation that the pay multiple should be below a ratio of 20:1 in local government.
- 12.4 In addition, the 'Hutton Review of Fair Pay' which provided the genesis of the legislation, identified that most top to bottom pay multiples in the public sector are in the region of 8:1 to 12:1. Therefore when reviewing salary the following multiples are also worthy of note:
- Between the Chief Fire Officer and the lowest paid operational Fire-fighter the multiple is 5.57:1;
 - Between the Chief Fire Officer and the median earnings the multiple is 4.34:1
- 12.5 The ratio in the Authority, between the Chief Fire Officer and Fire-fighters at 5.57:1 is at the bottom end of the scale contained within the 'Hutton Review of Fair Pay' report. The report also advocated using median earnings as a ratio since this would be less sensitive to changes in the structure. Here again, the ratio is small at under five times the median.
- 12.6 Pay is reviewed annually by different pay review bodies and, therefore, the decisions are different for each group of staff (Gold, Grey and Green Book terms and conditions) and different awards may be made each year therefore the maximum may be variable.
- 12.7 After a period of austerity and sustained public sector pay freezes and more recently low pay settlements, the government indicated in the Comprehensive Spending Review in November 2021 that public sector pay would no longer be constrained from 1st April 2022, although the government does not appear to have included any extra funding for pay purposes. With inflation running at above 10% and interest rates at 4% the cost of living crisis has seen pay awards increase considerably in the public sector well above revenue budgets provisions for both grey and green book employees. This challenging position is being managed by the Authority but is considered not sustainable. The pay awards are as follows:
- 12.8 Corporate staff (Green Book) received a flat increase of £1,925 across Spinal Column Points (SCP) up to SCP43 with effective from 1 April 2023. SCP above 43 received a 3.88% pay increase with effective from 1 April 2023.

- 12.9 Operational staff (Grey Book), received a 7% pay award on 1 July 2022, and a 5% pay award on 1 July 2023.

13 THE PUBLICATION OF AND ACCESS TO INFORMATION RELATING TO THE REMUNERATION OF BRIGADE MANAGERS AND THE STRATEGIC FINANCE MANAGER

- 13.1 Details of Brigade Managers and the Finance Director's salaries and remuneration including any expenses are available on the Tyne and Wear Fire and Rescue Service website. This information is also contained within the Statement of Accounts. This approach ensures that fully audited figures are available to the public at all times.

14 RESPONSIBILITY FOR POLICY

- 14.1 The Fire and Rescue Authority holds responsibility for setting and agreeing this policy. This policy will be monitored and reviewed annually by the Fire and Rescue Authority.

15 ADDITIONAL INFORMATION

- 15.1 Policies on such items as Early Retirement, Augmentation, Shared Cost AVC, Internal Dispute resolution Procedures and Flexible Retirement are available on request from the Chief Fire Officer.
- 15.2 This policy links to Strategic Goal 4 - To deliver a modern, effective service, ensuring value for money, with staff who reflect the communities we serve.
- 15.3 An equality impact assessment has been carried out on this policy and is available on request from the Chief Fire Officer.

16 TRADE UNION FACILITIES TIME

- 16.1 The Trade Union (Facility Time Publication Requirements) Regulations 2017 provides for the following data to be produced annually:
- Total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives).
 - Employee's percentage of time spent on facility time
 - Names of all trade unions represented in the local authority.
 - A basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary).
 - A basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union duties multiplied by the average salary divided by the total pay bill).

OFFICIAL

16.2 The data for the above is as follows:

<p>Number and FTE of staff who are Union Representatives.</p>	<p>FBU</p> <ul style="list-style-type: none"> • 2 FTE's • 28 Representatives <p>UNISON</p> <ul style="list-style-type: none"> • 2 Representatives 								
<p>Percentage of time spent on facility time.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; width: 30%;">0%</td> <td style="width: 10%;">0</td> </tr> <tr> <td style="text-align: right;">1 – 50%</td> <td>30</td> </tr> <tr> <td style="text-align: right;">51% to 99%</td> <td>0</td> </tr> <tr> <td style="text-align: right;">100%</td> <td>2</td> </tr> </table>	0%	0	1 – 50%	30	51% to 99%	0	100%	2
0%	0								
1 – 50%	30								
51% to 99%	0								
100%	2								
<p>Trade Union Represented.</p>	<p>Fire Brigades' Union (FBU) Fire Officers' Association (FOA) UNISON General Municipal Boilermakers (GMB)</p>								
<p>Basic Estimate of Spending on Unions.</p>	<p>£93,458</p>								
<p>Basic Estimate of Spending on Unions as Percentage of Total Pay Bill.</p>	<p>0.28%</p>								