

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

PAY POLICY STATEMENT 2025/26

| | | |
|---|--|----|
| 1 | SCOPE AND PURPOSE OF POLICY | 2 |
| 2 | GENERAL PRINCIPLES..... | 2 |
| 3 | LOWEST-PAID EMPLOYEES | 3 |
| | Definitions | 3 |
| | Pay | 3 |
| 4 | CHIEF OFFICERS..... | 3 |
| | Definitions | 3 |
| | Scope | 3 |
| | Chief officers' pay and benefits..... | 4 |
| | Remuneration of chief officers on recruitment..... | 5 |
| | Payment on termination of employment..... | 5 |
| 5 | ALL OTHER EMPLOYEES | 5 |
| | Remuneration | 5 |
| | Green Book employees | 5 |
| | Grey Book employees | 5 |
| | Payment on termination of employment..... | 6 |
| | Green Book employees | 6 |
| | Grey Book employees | 6 |
| 6 | PAY AWARDS | 6 |
| 7 | RELATIONSHIP BETWEEN CHIEF OFFICERS' AND OTHER EMPLOYEES' PAY..... | 6 |
| 8 | PUBLICATION OF INFORMATION | 7 |
| | Annex 1: Green Book pay from 1 April 2024 | 8 |
| | Annex 2: Grey Book pay from 1 July 2024..... | 9 |
| | Annex 3: Apprentices' pay from 1 April 2025..... | 9 |
| | Annex 4: Chief officers' pay | 10 |

1 SCOPE AND PURPOSE OF POLICY

- 1.1 The aim of this document is to set out the Authority's pay policy in relation to the remuneration of its employees, particularly its senior officers, in accordance with Section 38 (1) of the Localism Act 2011 and taking into account national guidance issued by the government under section 40 of the Act.
- 1.2 The Act's primary intention is to increase accountability, transparency and fairness in the setting of local pay by strengthening the role of Members of the Authority in determining pay structures and providing information to local communities. In particular, there is a focus on senior management pay to ensure that it is commensurate with responsibilities and set in the context of the wider workforce.
- 1.3 The Statement provides transparency about the Authority's approach to setting employee pay by identifying:
- The methods by which employees' salaries are determined and publication of the Authority's salary scales; and
 - The detail and level of remuneration of its chief officers (as defined below).
- 1.4 The key principles of the policy are set out below and are effective from 1 April 2025. The policy is expected to, as a minimum, comply with the following requirements:
- Definitions of *chief officers* and their remuneration;
 - Definitions of *lowest-paid employees* and their remuneration; and
 - The relationship between the remuneration of chief officers and all other employees.
- 1.5 The salaries quoted in this policy reflect current NJC pay rates in place as at 1 April 2025:
- the Green Book pay scale is shown at Annex 1, noting that the pay award to be implemented from 1 April 2025 is unknown at the time of this policy being approved as it has not yet been agreed nationally;
 - the Grey Book pay scale as at April 2025 is shown at Annex 1, noting that the pay award has been agreed at 3.2% from 1 July 2025 and as such will be implemented in July 2025; and
 - the Gold Book pay award from January 2025 has been agreed at £1,500 plus a further 3.2% from 1 July 2025.
- 1.6 This Pay Policy Statement is approved by the Authority and published annually and will be published on the Authority's website as soon as reasonably practicable.

2 GENERAL PRINCIPLES

- 2.1 The Authority aims to recruit and retain a diverse, skilled workforce from the local community and beyond, and its HR policies are intended to support this ambition.

- 2.2 The Authority's pay and grading structure is centred around the National Joint Council's (NJC's) Green and Grey Book structures; the details are set out in Annexes 1 and 2. Apprentices are set out at Annex 3 and chief officers at Annex 4.

3 LOWEST PAID EMPLOYEES

Definitions

- 3.1 The definition of *lowest paid employees* is those full-time employees being paid at scale 1 at spinal column point 2, as set out in Annex 2.

Pay

- 3.2 Scale 1, spinal column point 2 is currently £23,656 per annum from 1 April 2024 (pay award for 1 April 2025 pending), or £12.26 per hour. Sc1 extends to spinal column point 3 (£24,027 per annum or £12.45 per hour).
- 3.3 The National Minimum Wage from 1 April 2024 is £11.44 and is set to increase to £12.21 from 1 April 2025. All staff will be paid at least this amount per hour.

4 CHIEF OFFICERS

Definitions

- 4.1 The strict definitions of chief officers as set out in the Local Government and Housing Act 1989 are as follows:
- The *head of paid service* designated under section 4(1);
 - The *monitoring officer* designated under section 5(1);
 - *Statutory chief officers* designated under section 2(6);
 - *Non-statutory chief officers* designated under section 2(7); and
 - *Deputy chief officers* designated under section 2(8).

Scope

- 4.2 The following posts have been identified as matching the definition of chief officers:
- The *head of paid service* designated under section 4(1) is interpreted as the Chief Fire Officer and Chief Executive / Clerk to the Authority
 - The *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 officers*: under the Act, the only statutory chief officer within the Authority not already identified above is the Director of Finance, Estates and Facilities who has responsibility, under s151 of the Local Government Act 1972 and s73 of the Local Government Act 1985, for the administration of the Authority's financial affairs and is employed on Green Book terms and conditions.
 - *Non-statutory chief officers*: these are interpreted as the Deputy Chief Fire Officer and Assistant Chief Fire Officer who both report directly to the Chief Fire Officer and Chief Executive / Clerk to the Authority. As

well as performing organisational management functions these officers provide the most senior operational command for the Authority. The Authority's three most senior officers are termed Principal Officers and are employed on the terms defined by the National Joint Council (NJC) for brigade managers of fire and rescue services (the Gold Book).

- **Deputy Chief Officers** as referred to in section 2(8) of that Act are interpreted as those senior employees reporting directly to a statutory or non-statutory chief officer:
 - Area managers (Grey Book) x 4
 - Directors (Green Book) x 3
 - Head of Financial Services (Green Book) x 1
 - Head of Estates and Facilities (Green Book) x 1

Chief officers' pay and benefits

4.3 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
- Director of Finance, Estates and Facilities
- Area managers
- Directors
- Heads of service

4.4 The Authority has, over a number of years, operated within an arrangement whereby the Monitoring Officer and Deputy Clerk roles are provided through a Service Level Agreement with Sunderland City Council. As the individual who fulfils these roles for the Authority is not employed by the Authority, their pay is not covered within this policy document but may be found in the Pay Policy Statement of their employer.

4.5 The pay details of all chief officers is set out in Annex 4, noting that Green Book 2025/26 pay awards are pending at the time of publication.

4.6 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.

4.7 The pay award from 1 January 2025 for Gold Book employees has been agreed: £1,500 from 1 January 2025 and 3.2% from 1 July 2025, with pay award dates to be aligned with Grey Book going forward.

4.8 Non-statutory chief officers' pay is set in relation to the percentages of the Chief Fire Officer's salary:

- Deputy Chief Fire Officer is 85% of Chief Fire Officer's salary; and
- Assistant Chief Fire Officer is 80% of Chief Fire Officer's salary.

- 4.9 There is no defined relationship between Gold Book employees' pay and that of other Authority employees (i.e. Grey or Green Book).
- 4.10 In addition to the pay details set out in Annex 2, Gold and Grey Book chief officers are provided with a car (plus all running costs) to enable them to respond to major incidents, with the value of the vehicle being linked to their salary (figures are inclusive of VAT):
- Chief Fire Officer: £71,509
 - Deputy Chief Fire Officer: £58,995
 - Assistant Chief Fire Officer: £57,207
 - Area Managers x 4: £52,916
- 4.11 Chief officers do not receive bonuses of any kind and are not subject to performance related pay or termination payments.

Remuneration of chief officers on recruitment

- 4.12 On recruitment, the Authority will consider and agree the conditions of employment and salary of the three Principal Officers (or Gold Book employees). Consideration will be given to market forces, national policy, local indicators and NJC guidance.
- 4.13 On recruitment for all other chief officer posts, standard pay scales will be used (as set out in Annex 4).

Payment on termination of employment

- 4.14 All termination payments will be in line with the relevant pension scheme and redundancy regulations where applicable.
- 4.15 Any other payments will be subject to the approval of the Authority on a case-by-case basis.

5 ALL OTHER EMPLOYEES

Remuneration

Green Book employees

- 5.1 Salaries of Green Book employees in the Service are set using nationally agreed NJC pay scales.
- 5.2 Green Book employees are entitled to join the Local Government Pension Scheme; the employer costs associated with admission (currently 17.8% of salary) are set out in Annex 1.

Grey Book employees

- 5.3 Salaries of Grey Book employees are set using nationally agreed NJC pay levels.
- 5.4 Grey Book employees are entitled to join the Firefighters' Pension Scheme; the employer costs associated with admission (currently 37.6% of salary) are set out in Annex 2.

- 5.5 The pay award from 1 July 2025 has been agreed at 3.2% - as at 1 April 2025, Grey Book employees were being paid as per Annex 2.

Payment on termination of employment

Green Book employees

- 5.6 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.
- 5.7 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 are calculated based on the actual weekly pay.
- 5.8 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.

Grey Book employees

- 5.9 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.
- 5.10 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.

6 PAY AWARDS

- 6.1 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 applied in April for Green Book employees, July for Grey Book employees and January for Gold Book employees, although Gold Book will be aligned to July in future as per the latest pay settlement.

7 RELATIONSHIP BETWEEN CHIEF OFFICERS' AND OTHER EMPLOYEES' PAY

- 7.1 One of the requirements of the Localism Act 2011 is that the Authority has a policy on pay multiples for senior staff.
- 7.2 The definition of lowest paid employees is those staff who are employed in jobs which are paid at Scale 1 level (from spinal column point 2) (see Annex 1), 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 document.

- 7.3 While pay is important as a whole, it is fairness which is of most importance. The current pay multiple for the Chief Fire Officer and the lowest paid employee is 9.13 (taking into account salary and employer's national insurance and pension contributions). This is well within the Government expectation that the pay multiple relationship should be below 20:1 in local government.

8 PUBLICATION OF INFORMATION

- 8.1 In addition to the annual publication of this Statement on the Authority's website, for posts where the full-time equivalent salary is at least £50,000, the Authority's annual Statement of Accounts includes a note setting out:
- Any salary, fees, taxable allowances and bonuses paid to or payable to the employee in the current and previous years;
 - Any compensation for loss of employment or other payments connected with the termination of employment; and
 - Any other benefits received not disclosed above.
- 8.2 The Authority has numerous disclosure responsibilities under the Local Government Transparency Code; this information is published on the Authority's website and there may be some information overlaps.

Annex 1: Green Book pay from 1 April 2024

| Grade | SCP | Salary from 1 April 2024* | Employer's National Insurance | Pension | TOTAL |
|-----------------|-----------|---------------------------------|-------------------------------------|---------|--------|
| NJC: | | | | | |
| <i>Not Used</i> | 1 | | | | |
| Sc 1 | 2 | 23,656 | 2,799 | 4,211 | 30,666 |
| Sc 1 and Sc 2 | 3 | 24,027 | 2,854 | 4,277 | 31,158 |
| Sc 2 | 4 | 24,404 | 2,911 | 4,344 | 31,659 |
| Sc 2 and Sc 3 | 5 | 24,790 | 2,969 | 4,413 | 32,172 |
| Sc 3 | 6 | 25,183 | 3,028 | 4,483 | 32,694 |
| Sc 3 | 7 | 25,584 | 3,088 | 4,554 | 33,226 |
| Sc 4 | 8 | 25,992 | 3,149 | 4,627 | 33,768 |
| Sc 4 | 9 | 26,409 | 3,212 | 4,701 | 34,322 |
| Sc 4 | 10 | 26,835 | 3,275 | 4,777 | 34,887 |
| Sc 4 | 11 | 27,269 | 3,341 | 4,854 | 35,464 |
| <i>Not Used</i> | 12 | | | | |
| <i>Not Used</i> | 13 | | | | |
| Sc 5 | 14 | 28,624 | 3,544 | 5,095 | 37,263 |
| Sc 5 | 15 | 29,093 | 3,614 | 5,179 | 37,886 |
| Sc 5 | 16 | 29,572 | 3,686 | 5,264 | 38,522 |
| Sc 5 | 17 | 30,060 | 3,759 | 5,351 | 39,170 |
| <i>Not Used</i> | 18 | | | | |
| Sc 6 | 19 | 31,067 | 3,910 | 5,530 | 40,507 |
| Sc 6 | 20 | 31,586 | 3,988 | 5,622 | 41,196 |
| Sc 6 | 21 | 32,115 | 4,067 | 5,716 | 41,898 |
| Sc 6 | 22 | 32,654 | 4,148 | 5,812 | 42,614 |
| SO1 | 23 | 33,366 | 4,255 | 5,939 | 43,560 |
| SO1 | 24 | 34,314 | 4,397 | 6,108 | 44,819 |
| SO1 | 25 | 35,235 | 4,535 | 6,272 | 46,042 |
| SO2 | 26 | 36,124 | 4,669 | 6,430 | 47,223 |
| SO2 and POD | 27 | 37,035 | 4,805 | 6,592 | 48,432 |
| SO2 and POD | 28 | 37,938 | 4,941 | 6,753 | 49,632 |
| POD and POE | 29 | 38,626 | 5,044 | 6,875 | 50,545 |
| POD and POE | 30 | 39,513 | 5,177 | 7,033 | 51,723 |
| POE | 31 | 40,476 | 5,322 | 7,205 | 53,003 |
| POE and POF | 32 | 41,511 | 5,477 | 7,389 | 54,377 |
| POF | 33 | 42,708 | 5,656 | 7,602 | 55,966 |
| POF | 34 | 43,693 | 5,804 | 7,777 | 57,274 |
| POF and POG | 35 | 44,711 | 5,957 | 7,959 | 58,627 |
| POG | 36 | 45,718 | 6,108 | 8,138 | 59,964 |
| POG | 37 | 46,731 | 6,260 | 8,318 | 61,309 |
| POG and POH | 38 | 47,754 | 6,413 | 8,500 | 62,667 |
| POH | 39 | 48,710 | 6,557 | 8,670 | 63,937 |
| POH and POI | 40 | 49,764 | 6,715 | 8,858 | 65,337 |
| POH and POI | 41 | 50,788 | 6,868 | 9,040 | 66,696 |
| POI | 42 | 51,802 | 7,020 | 9,221 | 68,043 |
| POI and POJ | 43 | 52,805 | 7,171 | 9,399 | 69,375 |
| Non-NJC: | | | | | |
| POJ | 44 | 53,925 | 7,339 | 9,599 | 70,863 |
| POJ | 45 | 55,029 | 7,505 | 9,795 | 72,329 |
| POJ and POK | 46 | 56,131 | 7,670 | 9,991 | 73,792 |
| POK | 47 | 57,263 | 7,840 | 10,193 | 75,296 |
| POK | 48 | 58,376 | 8,007 | 10,391 | 76,774 |
| POK | 49 | 59,489 | 8,174 | 10,589 | 78,252 |

Note: 2025/26 pay award pending

Annex 2: Grey Book pay from 1 July 2024

| Grade | Pay scale | Salary from 1 July 2024* | Employer's National Insurance | Pension | TOTAL |
|----------------------------------|-----------|--------------------------|-------------------------------|---------|---------|
| Operational staff | | | | | |
| Firefighter (trainee) | FF-TR 01 | 28,265 | 3,490 | 10,628 | 42,383 |
| Firefighter (development) | FF 1 | 29,442 | 3,666 | 11,070 | 44,178 |
| Firefighter (competent) | FF 2 | 37,675 | 4,901 | 14,166 | 56,742 |
| Crew Manager (dev) | CM 1 | 40,041 | 5,256 | 15,055 | 60,352 |
| Crew Manager (comp) | CM 2 | 41,767 | 5,515 | 15,704 | 62,986 |
| Watch Manager (dev) | WM 1 | 42,672 | 5,651 | 16,045 | 64,368 |
| Watch Manager (comp A) | Not used | | | | |
| Watch Manager (comp B) | WM 3 | 46,707 | 6,256 | 17,562 | 70,525 |
| Station Manager (dev) | SM 1 | 48,580 | 6,537 | 18,266 | 73,383 |
| Station Manager (comp A) | Not used | | | | |
| Station Manager (comp B) | SM 4 | 53,586 | 7,288 | 20,148 | 81,022 |
| Station Manager (dev) - flexi | SM 1 | 58,296 | 7,994 | 21,919 | 88,209 |
| Station Manager (comp B) - flexi | SM 4 | 64,303 | 8,895 | 24,178 | 97,376 |
| Group Manager (dev) | GM 1 | 67,144 | 9,322 | 25,246 | 101,712 |
| Group Manager (comp A) | Not used | | | | |
| Group Manager (comp B) | GM 3 | 74,434 | 10,415 | 27,987 | 112,836 |
| Area Manager (dev) | AM 1 | 88,369 | 12,505 | 33,227 | 134,101 |
| Area Manager (comp A) | Not used | | | | |
| Area Manager (comp B) | AM3 | 96,610 | 13,741 | 36,325 | 146,676 |
| Control Room staff | | | | | |
| Firefighter (Control) trainee | CO1 | 26,852 | 3,278 | 4,780 | 34,910 |
| Firefighter (Control) dev | CO2 | 27,970 | 3,446 | 4,979 | 36,395 |
| Firefighter (Control) comp | CO3 | 35,791 | 4,619 | 6,371 | 46,781 |
| Crew Manager (Control) dev | CO-CM1 | 38,039 | 4,956 | 6,771 | 49,766 |
| Crew Manager (Control) comp | CO-CM2 | 39,676 | 5,201 | 7,062 | 51,939 |
| Watch Manager (Control) dev | CO-WM1 | 40,538 | 5,331 | 7,216 | 53,085 |
| Watch Manager (Control) comp A | Not used | | | | |
| Watch Manager (Control) comp B | CO-WM3 | 44,372 | 5,906 | 7,898 | 58,176 |
| Station Manager (Control) dev | CO-SM1 | 46,151 | 6,173 | 8,215 | 60,539 |
| Station Manager (Control) comp A | Not used | | | | |
| Station Manager (Control) comp B | CO-SM3 | 50,907 | 6,886 | 9,061 | 66,854 |
| Group Manager (Control) dev | CO-GM1 | 53,155 | 7,223 | 9,462 | 69,840 |
| Group Manager (Control) comp A | Not used | | | | |
| Group Manager (Control) comp B | CO-GM3 | 70,712 | 9,857 | 12,587 | 93,156 |

Notes: 2025/26 pay award agreed at 3.2%; this will be implemented from 1 July 2025 (the above figures represent salaries as at 1 April 2025). The pay agreement also includes the removal of the Trainee rate of pay.

Salaries exclude continuous professional development (CPD) allowances

Annex 3: Apprentices' pay from 1 April 2025

| Grade | Salary from 1 April 2025 | Employer's National Insurance | Pension | TOTAL |
|----------------|--------------------------|-------------------------------|---------|--------|
| 16 to 17yrs | 14,566 | 1,435 | 2,607 | 17,927 |
| 18 to 20yrs | 19,293 | 2,144 | 3,453 | 24,153 |
| 21yrs and over | 23,557 | 2,784 | 4,217 | 29,769 |

Information per National Minimum/Living Wage information; payable from April 2025

Annex 4: Chief officers' pay

| Gold Book chief officers (Principal Officers) | Salary (from 1 January 2025*) | Rota allowance | Area Manager allowance | Continuous professional development | Employer's national insurance | Employer's pension contributions | Total |
|--|-------------------------------------|-------------------|------------------------------|---|-------------------------------------|--|-----------|
| Chief Fire Officer | £184,044 | NIL | NIL | NIL | £26,857 | £69,201 | £280,102 |
| Deputy Chief Fire Officer | £156,663 | NIL | NIL | NIL | £22,749 | £58,905 | £238,317 |
| Assistant Chief Fire Officer | £147,535 | NIL | NIL | NIL | £21,380 | £55,473 | £224,388 |
| | | | | | | | |
| Grey Book chief officers | Salary (from 1 July 2024*) | Rota allowance | Area Manager allowance | Continuous professional development | Employer's national insurance | Employer's pension contributions | Total |
| Area Managers <i>in development</i> | £65,690 | £19,379 | £3,300 | £1,211 | £12,687 | £33,682 | £135,949 |
| Area Managers <i>competent</i> | £72,054 | £21,256 | £3,300 | £1,211 | £13,923 | £36,781 | £148,525 |
| | | | | | | | |
| Green Book chief officers | Salary (from 1 April 2024*) | Rota allowance | Area Manager allowance | Continuous professional development | Employer's national insurance | Employer's pension contributions | Total |
| Director of Finance, Estates and Facilities (<i>in development</i>) | £80,027 | NIL | NIL | NIL | £11,254 | £14,245 | £105,526 |
| Director of Finance, Estates and Facilities (<i>competent</i>) | £91,122 | NIL | NIL | NIL | £12,918 | £16,220 | £120,260 |
| Director of Corporate Services (<i>in development</i>) | £67,553 | NIL | NIL | NIL | £9,383 | £12,024 | £88,960 |
| Director of Corporate Services (<i>competent</i>) | £71,083 | NIL | NIL | NIL | £9,913 | £12,653 | £93,649 |
| Director of People Services (<i>in development</i>) | £67,553 | NIL | NIL | NIL | £9,383 | £12,024 | £88,960 |
| Director of People Services (<i>competent</i>) | £71,083 | NIL | NIL | NIL | £9,913 | £12,653 | £93,649 |
| Heads of Service (SCP 46 – 49) | £57,263 | NIL | NIL | NIL | £7,670 | £9,991 | £73,792 |
| | - £59,489 | | | | - £8,174 | - £10,589 | - £78,252 |

* **Notes:** Green Book staff: 2025/26 pay awards are pending for Directors

Gold and Grey Book staff: 2025/26 pay award agreed at 3.2%; this will be implemented from 1 July 2025 (the above figures represent salaries as at 1 April 2025).