

SOUTH WALES FIRE & RESCUE AUTHORITY



LOCALISM ACT 2011: PAY POLICY STATEMENT

1.	INTRODUCTION	
1.1	South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out the key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.	FA 15.12.14
1.2	In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website.	FA 15.12.14
1.3	The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy or the other pay related policies referred to in Section 16. There are no discretions to make further payments outside of these policies.	FA 15.12.14
2.	SCOPE	
2.1	This policy applies to all South Wales Fire & Rescue Authority employees.	FA 15.12.14
2.2	The Fire & Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups: <ul style="list-style-type: none"> • National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service • National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service • National Joint Council for Local Government 	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range Royal College of Nursing – NHS Agenda for Change – Pay Rates Joint Negotiating Committee for Local Authority Craft and Associated Employees 	
2.3	<p>Pay levels are reviewed annually by these committees and any 'cost of living' award is reported to the Fire & Rescue Authority by way of Employers Groups. These are nationally agreed pay awards reached by collective bargaining and binding on Employers, and paid as soon as possible to staff. The Fire Authority is informed at the next Fire Authority meeting by Chair's Announcements.</p>	<p>FA 15.12.14</p>
2.4	<p>The Fire & Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed 'cost of living' award is approved by the Fire and Rescue Authority and applied to their remuneration rate. (Auxiliary Firefighters)</p>	<p>FA 15.12.14</p>
3.	LEGAL CONTEXT	
3.1	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for each financial year. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers, and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton's 2011 'Review of Fair Pay in the Public Sector' introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid.</p>	<p>FA 15.12.14</p>
3.2	<p>The Act as finally passed requires the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> A Local Authority's policy on the level and elements of remuneration for each Chief Officer A Local Authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition) A Local Authority's policy on the relationship 	<p>FA 15.12.14</p>

	<p>between the remuneration of its Chief Officers and other Officers</p> <ul style="list-style-type: none"> • A Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency 	
3.3	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.	FA 15.12.14
3.4	For the purposes of this statement the term "Chief Officer" is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, Deputy Chief Officer, Assistant Chief Fire Officers and Assistant Chief Officers.	FA 15.12.14
3.5	The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.	FA 15.12.14
3.6	In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority's Pay Policy details each of the arrangements that have been resolved.	FA 15.12.14
4.	PRINCIPAL OFFICERS' PAY CONSTRUCT	
4.1	National Joint Council circular (ref number 28/05/04) dated 28 May 2004 dealt with the Principal Officers pay settlement and reinforced a previous recommendation that a local review of the pay levels of senior staff should be undertaken.	FA 15.12.14
4.2	The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually	FA 12.10.15

	entitled to any national Joint National Council determined pay rises and this Fire & Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.	
4.3	The Fire & Rescue Authority recently resolved that the HR & Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire & Rescue Authority for final determination.	FA 15.12.14

4.4	South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:					FA 14.03.15	
	Title	Notional % of CFO salary		Comp Level	Non Ops %	Actual % differential †	FA 14.03.15
	Chief Fire Officer	100%					
	Either, Deputy Chief Fire Officer	80%			100%		
	Or, Deputy Chief Officer				95%	95.189%	
	Assistant Chief Fire Officer	75%	Point 4	Operational	100%	75.149%	
	Assistant Chief Officer		Point 3	Strategic Response	95%	95%	
			Point 2	Business Continuity	82.5%		
			Point 1	Baseline	70%		
	Treasurer*			Baseline	60%	58.48%	
	* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.						FA 14.03.15
	†The differential between Notional % and Actual % shall be monitored annually.						FA 14.03.15

4.5	Fire and Rescue Authority, (Ref number Minute 156 May 2009), determined that the non-uniformed Assistant Chief Officer salary bandings would be competency based and determined in direct proportion to the job activities.	FA 15.12.14
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4.6	To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible service.	FA 15.12.14
4.7	Fire & Rescue Authority, (Ref number Minute 67, September 2009), resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire and Rescue Authority, but holds no directorate responsibility.	FA 15.12.14
4.8	Fire and Rescue Authority, (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer.	FA 15.12.14
4.9	Fire and Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and in February 2011 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14
4.10	Assistant Chief Officer's baseline remuneration is established at 70% of the full rate of the Assistant Chief Fire Officer, and is subject to additional emoluments. There is no automatic entitlement to a competence related level as each emolument must be evidence based prior to enactment.	FA 15.12.14
4.11	Chief Officers, remuneration on appointment is determined by the full Fire and Rescue Authority. South Wales Fire and Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement.	FA 15.12.14
4.12	Information on the remuneration of Chief Officers is published as part of the South Wales Fire and Rescue Service annual end of year Financial Statement.	FA 15.12.14
4.13	In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire and Rescue Authority's commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire and Rescue Authority may identify and agree a local rate and implementation date. The HR and Equalities	FA 15.12.14

	Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire and Rescue Authority. Only the Fire and Rescue Authority may make a final determination in respect of remuneration rates for Chief Officers, including annual cost of living awards.	
4.14	On 27 March 2017 the HR & Equalities Committee received a report detailing the cessation of the joint arrangements for the provision of a joint post of Senior Occupational Health Physician. It was resolved that SWFRS would solely employ the SOHP on a part time basis. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range.	FA 15.12.14
5.	AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT	
5.1	Following a review of the Area Managers' establishment and operational rota it was determined that the number of posts would reduce from 6 to 4 from August 2009 with a move to a continuous duty system rota.	FA 15.12.14
5.2	The remuneration scheme for this group of staff was locally agreed as follows: AMB salary, as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment.	FA 15.12.14
6.	NON UNIFORMED HEADS OF SERVICE (4 POSTS)	
6.1	Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government Services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary.	FA 15.12.14
7.	ALL OTHER STAFF	
7.1	All other staff employed by South Wales Fire and Rescue Authority are encompassed within Wholetime, Retained, Control or Support Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2.	FA 15.12.14
7.2	In general the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire and Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council, and	FA 15.12.14

	are supplemented by the Fire and Rescue Authority's rules, records, Organisational, Policy & Procedural Documents and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	
7.3	The "lowest salary" used by the Fire and Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), spinal column point 6 .	FA 15.12.14
7.4	An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is 1:8.59	FA 15.12.14
8.	DELEGATED AUTHORITY LEVELS	
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14
8.2	Decisions on pay detailed within this policy are delegated as follows:	FA 15.12.14

DECISION	DELEGATED AUTHORITY LEVEL
Starting pay (above grade minimum), but not including, Assistant Chief Officer (and equivalent level)	Assistant Chief Officer (As identified in the Fire & Rescue Authority Standing Orders)
Starting Pay Assistant Chief Officer (and equivalent) level and above	Full Authority to agree the senior management organizational structure including grades and salary bands. Appointment panel to agree and approve actual salary on appointment within the management structure agreed by Full Authority above.
Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.	Assistant Chief Officer or delegated Head of HR Service
Acting-up payment at Assistant Chief Officer level where total salary package is less than £100k.	Chief Fire Officer
Acting up payment for posts where total salary package is more than £100k.	Full Fire & Rescue Authority

8.3	Human Resources is responsible for overseeing any	FA
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	decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation.	15.12.14
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in table above.	FA 15.12.14
9.	PAY RELATIVITIES WITHIN THE FIRE AND RESCUE AUTHORITY	
9.1	The lowest paid persons employed under a Contract of Employment with the Fire and Rescue Authority are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire and Rescue Authority's grading structure. As at 1 April 2018 , this is £15,014 per annum. The Fire and Rescue Authority occasionally engages Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees'.	FA 15.12.14
9.2	The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers.	FA 15.12.14
9.3	The Authority remunerates substantive personnel above the National Living Wage.	FA 15.12.14
10.	STARTING SALARY	
10.1	Employees appointed to jobs within the Authority will normally be appointed to the minimum point of the pay grade for the job.	FA 15.12.14
10.2	In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum.	FA 15.12.14
10.3	An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human Resources, if required.	FA 15.12.14
10.4	The business case should incorporate the following: <ul style="list-style-type: none"> • preferred candidate's current or most recent salary; 	FA 15.12.14

	<ul style="list-style-type: none"> • salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees; • benefits to service and customers of appointing the preferred candidate; • potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum; • confirmation that increased employee costs will be met by the existing service budget. 	
10.5	<p>The Assistant Chief Officer will:</p> <ul style="list-style-type: none"> • consider the request presented by the recruiting manager; • discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay policy; • respond to the appointment panel; • complete the relevant payroll authorization so that the recruitment process can be completed. 	FA 15.12.14
10.6	The decision of the Assistant Chief Officer is final.	FA 15.12.14
10.7	A resolution of the full Fire and Rescue Authority is required for all organizational re-structures and associated grading and salary.	FA 15.12.14
11.	RE-EMPLOYMENT OF FORMER EMPLOYEES	
11.1	Former employees are able to be re-employed by the Fire and Rescue Authority, but there are several determining factors.	FA 15.12.14
11.2	The Fire and Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise and knowledge.	FA 15.12.14
11.3	Fire and Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire and Rescue Authority for consideration based on business needs.	FA 15.12.14
11.4	When someone retires, or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or	FA 15.12.14

	service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred.	
11.5	Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so, and request authorization from the Fire and Rescue Authority or designated Assistant Chief Officer	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire and Rescue Services (on Grey book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.	FA 15.12.14
12.	ACTING-UP TO A HIGHER GRADED JOB	
12.1	Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment.	FA 15.12.14
12.2	The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave.	FA 15.12.14
12.3	Employees who undertake the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post.	FA 15.12.14
12.4	Employees who undertake part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.	FA 15.12.14
12.5	Where there are only one or two employees who are able to "act-up" to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to	FA 15.12.14

	carry out the higher graded job. Where there are a large number of employees who may be in a position to “act-up” to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.	
12.6	Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources, if required.	FA 15.12.14
12.7	The approving officer will: <ul style="list-style-type: none"> • consider the request presented by the requesting manager; • discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay policy; • provide a response to the requesting manager, normally within 10 working days; • complete and notify the Payroll Section if a pay variation is to be implemented. 	FA 15.12.14
12.8	Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire and Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire and Rescue Authority and be financed in full.	FA 15.12.14
12.9	Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.	FA 15.12.14
13.	HONORARIUM PAYMENTS	
13.1	An honorarium payment is a one-off payment. It can only be made where there is clear evidence to support the following circumstances: <ul style="list-style-type: none"> • where an employee temporarily carries out significant additional work over and above their usual responsibilities; • where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale. 	FA 15.12.14

13.2	<p>An honorarium payment cannot be made in the following circumstances:</p> <ul style="list-style-type: none"> • where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made; • where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation; • where the additional work undertaken is commensurate with the employees current job description/salary grade. 	FA 15.12.14
13.3	In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chairman of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.	FA 15.12.14
13.4	Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours.	FA 15.12.14
13.5	Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.	FA 15.12.14
13.6	Honorarium payments are pensionable.	FA 15.12.14
13.7	Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes.	FA 15.12.14
14.	SEVERANCE	
14.1	On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and	FA

	severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	15.12.14
14.3	<p>Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion.</p> <p>This discretion will be applied, subject to the Chief Fire Officer and Assistant Chief Officer, People Services agreeing to the application after taking into account the costs and benefits to the organisation. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.</p>	FA 14.03.15
	The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions	FA 14.03.15
15.	UNIFORMED FIRE AND RESCUE SERVICES	
15.1	All Fire and Rescue Services employees, up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service. These are nationally agreed terms and conditions (the 'Grey' book).	FA 15.12.14
15.2	<p>Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (the 'Gold' book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below:</p> <ul style="list-style-type: none"> • The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data; • The relationship of current salary to the national benchmark; • Any substantial local factors not common to Fire and Rescue Authorities of similar type and size; • Comparative information to on salaries in other similar authorities; • Top management structures and size of management team compared to those of other fire and rescue authorities of similar type and size; 	FA 15.12.14

	<ul style="list-style-type: none"> • The relative job size of each post; and • Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond. 	
15.3	Other Fire and Rescue Service Managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place.	FA 15.12.14
15.4	For a review, the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR and Equalities Committee before being submitted to the full Fire and Rescue Authority for final determination.	FA 15.12.14
16.	OTHER PAY RELATED POLICIES	
16.1	Other pay related policy areas that are applicable to all employees are: <ul style="list-style-type: none"> • Business Travel and Expenses • Relocation expenses • Handling redundancy • Early retirement – including redundancy, flexible retirement and efficiency of service • Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015 	FA 14.03.16
17.	OTHER TERMS AND CONDITIONS	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. (Ref. Section 4. Principal Officers Pay Construct).	FA 15.12.14
17.2	South Wales Fire and Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Services lease vehicle scheme.	FA 15.12.14
17.3	Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost with the majority paid for by the individuals.	FA 15.12.14
17.4	The Fire & Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of	14.03.16

	<p>the delivery of Fire & Rescue Service workforce planning. The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire & Rescue Service identifies, assesses and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p>	
18.	MONITORING AND REVIEW	
18.1	The Assistant Chief Officer People Services will review the application of this policy on an annual basis.	FA 15.12.14
18.2	The Pay Policy will then be presented to the HR and Equalities Committee for review before being submitted to the full Fire and Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any change or deviation from this policy outside of such a review requires full Fire and Rescue Authority approval.	FA 15.12.14
19.	SALARY SCALES	
19.1	South Wales Fire and Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14
19.2	National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2	FA 15.12.14
19.3	South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3.	FA 15.12.14
19.4	National Joint Council for Local Government service, salary matrix – Appendix 4.	FA 15.12.14
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.9.15

**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS
AND HEADS OF SERVICE, SALARY MATRIX**

	WT Salary	Actual Salary
DIRECTORS (5 posts)		
Chief Fire Officer	£129,820	£129,820
<i>Deputy Chief Fire Officer (80% CFO)</i>	£103,856	-
Deputy Chief Officer (95.18% - DCFO)	£98,859	£98,859
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£97,558	£97,558
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£97,558	£97,558
Assistant Chief Officer - People Services (95% - ACFO)	£92,681	-
<i>Assistant Chief Officer (82.5% - ACFO)</i>	£76,461	-
<i>Assistant Chief Officer (70% - ACFO)</i>	£64,877	-
STATUTORY OFFICER (1 post)		
Treasurer (38.45%)	£57,053	£25,890
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.		
HEADS OF SERVICE (8 posts)		
Head of Service - Finance	£51,217	£51,217
Head of Service - Corporate	£51,217	£51,217
Head of Service - HR	£51,217	£51,217
Head of Service - ICT	£51,217	£51,217
Area Manager – Operations †	£78,179	£71,328
Area Manager - Head of Operational Risk Management †	£78,179	£71,328
Area Manager – SOF Team†	£78,179	£71,328
Area Manager – Head of Risk Reduction †	£78,179	£78,179
Area Manager - Training & Development †	£78,179	£78,179
† Area Manager - Baseline Salary	£56,685	
20% flexi duty allowance	£11,337	
14% continuous duty system pay	£9,523	
CPD	£634	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2016		
MEDICAL (1 post)		
Occupational Health Physician*50%	£101,451	£50,725
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment)		

**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITIES' FIRE AND
RESCUE SERVICES, SALARY MATRIX**

FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2017

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	22,459	10.26	15.39
Development	23,394	10.68	16.02
Competent	29,934	13.67	20.51
Crew Manager			
Development	31,816	14.53	21.80
Competent	33,187	15.15	22.73
Watch Manager			
Development	33,905	15.48	23.22
Competent A	34,847	15.91	23.87
Competent B	37,112	16.95	25.43
Station Manager			
Development	38,602	17.63	26.45
Competent A	39,761	18.16	27.24
Competent B	42,576	19.44	29.16
Group Manager			
Development	44,458	20.30	Not Applicable
Competent A	45,791	20.91	“
Competent B	49,284	22.50	“
Area Manager			
Development	52,194	23.83	Not applicable
Competent A	53,758	24.55	“
Competent B	57,252	26.14	“

APPENDIX B

FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2017 (RETAINED DUTY SYSTEM)

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,246	1,123	10.26	3.94
Development	2,339	1,170	10.68	3.94
Competent	2,993	1,497	13.67	3.94
Crew Manager				
Development	3,182	1,591	14.53	3.94
Competent	3,319	1,659	15.15	3.94
Watch Manager				
Development	3,391	1,695	15.48	3.94
Competent A	3,485	1,742	15.91	3.94
Competent B	3,711	1,856	16.95	3.94
Station Manager				
Development	3,860	1,930	17.63	3.94
Competent A	3,976	1,988	18.16	3.94
Competent B	4,258	2,129	19.44	3.94
Group Manager				
Development	4,446	2,223	20.30	3.94
Competent A	4,579	2,290	20.91	3.94
Competent B	4,928	2,464	22.50	3.94
Area Manager				
Development	5,219	2,610	23.83	3.94
Competent A	5,376	2,688	24.55	3.94
Competent B	5,725	2,863	26.14	3.94

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)
 Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)
 Column 3 shows the hourly rate for work undertaken
 Column 4 shows the disturbance payment per call-out

APPENDIX C

CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2017

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	21,336	9.74	14.61
Development	22,224	10.15	15.23
Competent	28,437	12.99	19.49
Crew Manager (Control)			
Development	30,225	13.80	20.70
Competent	31,528	14.40	21.60
Watch Manager (Control)			
Development	32,210	14.71	22.07
Competent A	33,105	15.12	22.68
Competent B	35,256	16.10	24.15
Station Manager (Control)			
Development	36,672	16.75	25.13
Competent A	37,773	17.25	25.88
Competent B	40,447	18.47	27.71
Group Manager (Control)			
Development	42,235	19.29	Not applicable
Competent A	43,501	19.86	“
Competent B	46,820	21.38	“

*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2017

	£ per annum
Fire Control Operator equivalent	
During first six months	19,128
After six months and during 2nd year	19,975
During 3rd year	20,924
During 4th year	21,953
During 5th year	23,910
Leading Fire Control Operator equivalent	25,606
Senior Fire Control Operator equivalent	
During 1st year in rank	26,262
During 2nd year in rank	27,258

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2017

	£ per annum
Aged 16	10,390
Aged 17	11,164
Aged 18	22,459

SOUTH WALES FIRE AND RESCUE SERVICE

RETAINED PAYMENT STRUCTURE

Effective from 1st July 2017

Below are the structures for the 3 differing contracts.

100%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	50	50	50	60	60	60	60	60	60	60
Allowance A	£6,156.00	£6,408.00	£8,202.00	£10,461.60	£10,908.00	£11,145.60	£11,455.20	£12,204.00	£12,693.60	£13,075.20
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,539.00	£1,602.00	£2,050.50	£2,615.40	£2,727.00	£2,786.40	£2,863.80	£3,051.00	£3,173.40	£3,268.80
Total Salary 100%	£7,695.00	£8,010.00	£10,252.50	£13,077.00	£13,635.00	£13,932.00	£14,319.00	£15,255.00	£15,867.00	£16,344.00
75%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	37.5	37.5	37.5	45	45	45	45	45	45	45
Allowance A	£4,617.00	£4,806.00	£6,151.50	£7,846.20	£8,181.00	£8,359.20	£8,591.40	£9,153.00	£9,520.20	£9,806.40
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,154.25	£1,201.50	£1,537.88	£1,961.55	£2,045.25	£2,089.80	£2,147.85	£2,288.25	£2,380.05	£2,451.60
Total Salary 100%	£5,771.25	£6,007.50	£7,689.38	£9,807.75	£10,226.25	£10,449.00	£10,739.25	£11,441.25	£11,900.25	£12,258.00
50%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	25	25	25	30	30	30	30	30	30	30
Allowance A	£3,078.00	£3,204.00	£4,101.00	£5,230.80	£5,454.00	£5,572.80	£5,727.60	£6,102.00	£6,346.80	£6,537.60
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£769.50	£801.00	£1,025.25	£1,307.70	£1,363.50	£1,393.20	£1,431.90	£1,525.50	£1,586.70	£1,634.40
Total Salary 100%	£3,847.50	£4,005.00	£5,126.25	£6,538.50	£6,817.50	£6,966.00	£7,159.50	£7,627.50	£7,933.50	£8,172.00
During Induction Training	Trainee Rate			Allowance B						
Basic Recruits Course	Trainee Rate	Allowance A		Allowance B						
Post Recruits Course	Development Ra	Allowance A		Allowance B						

NJC PAY SPINE 2016-17 & 2017/18 (GREEN BOOK STAFF)

SCP	1 Apr 16	1 Apr 17
6	£14,514	£15,014
7	£14,615	£15,115
8	£14,771	£15,246
9	£14,975	£15,375
10	£15,238	£15,613
11	£15,507	£15,807
12	£15,823	£16,123
13	£16,191	£16,491
14	£16,481	£16,781
15	£16,772	£17,072
16	£17,169	£17,419
17	£17,547	£17,772
18	£17,891	£18,070
19	£18,560	£18,746
20	£19,238	£19,430
21	£19,939	£20,138
22	£20,456	£20,661
23	£21,057	£21,268
24	£21,745	£21,962
25	£22,434	£22,658
26	£23,166	£23,398
27	£23,935	£24,174
28	£24,717	£24,964
29	£25,694	£25,951
30	£26,556	£26,822
31	£27,394	£27,668
32	£28,203	£28,485
33	£29,033	£29,323
34	£29,854	£30,153
35	£30,480	£30,785
36	£31,288	£31,601
37	£32,164	£32,486
38	£33,106	£33,437
39	£34,196	£34,538
40	£35,093	£35,444
41	£36,019	£36,379
42	£36,937	£37,306
43	£37,858	£38,237
44	£38,789	£39,177
45	£39,660	£40,057
46	£40,619	£41,025
47	£41,551	£41,967
48	£42,474	£42,899
49	£43,387	£43,821

Extract

**Joint Negotiating Committee for Local Authority Craft &
Associated Employees**

CRAFT & ASSOCIATED EMPLOYEES

Pay for craft & associated employees from the pay week including **1 January 2016** are as follows:

Designation	1 April 2017 £ Per Week	1 April 2017 £ Per Annum
Engineer & Electrician	£327.41	£17,072

Apprentice Engineers & Electricians

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including **1 April 2016** are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1st Year 1 April 2017	2nd Year 1 April 2017	3rd Year 1 April 2017	4th Year 1 April 2017
16 Yrs	£180.07 (55%)	£229.19 (70%)	£294.67 (90%)	£311.04 (95%)
17 Yrs	£180.07 (55%)	£261.93 (80%)	£294.67 (90%)	£311.04 (95%)
18 Yrs +	£261.93 (80%)	£278.30 (85%)	£294.67 (90%)	£311.04 (95%)

SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS**Auxiliary Firefighter pay will be made up of the following components:-**

- £1,000 per year retainer (paid in quarterly instalments of £250) for the availability of previous 3 months
- £1,000 per year for training attendance (paid in quarterly instalments of £250) for the attendance and compliance with training requirements
- £250 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,000 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,250 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,250 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a “Resilience Contract”. The salary will be between £2,000 and £3,250, depending on skill sets.