

## SOUTH WALES FIRE & RESCUE AUTHORITY



### LOCALISM ACT 2011: PAY POLICY STATEMENT 2022/2023

<b>1.</b>	<b>INTRODUCTION</b>	
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
<b>2.</b>	<b>SCOPE</b>	
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"><li>• National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service</li><li>• National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service</li><li>• National Joint Council for Local Government</li></ul>	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> <li>• British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range</li> <li>• Royal College of Nursing - NHS Agenda for Change.- Pay Rates</li> <li>• Joint Negotiating Committee for Local Authority Craft and Associated Employees</li> <li>• Joint Negotiating Committee (JNC) for Youth and Community Workers</li> </ul>	
2.3	<p>Pay levels are reviewed annually by these committees and any 'cost of living' award is reported to the Fire &amp; 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> <p>FA 12.02.18</p>
2.4	<p>The Fire &amp; 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 &amp; Rescue Authority and applied to their remuneration rate (Auxiliary Firefighters).</p>	<p>FA 15.12.14</p>
<b>3.</b>	<b>LEGAL CONTEXT</b>	
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 required the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> <li>• A Local Authority's policy on the level and elements of remuneration for each Chief Officer.</li> <li>• 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)</li> <li>• A Local Authority's policy on the relationship between the remuneration of its Chief Officers and other Officers.</li> <li>• A Local Authority's policy on other specific aspects of Chief Officers' remuneration:</li> </ul>	<p>FA 15.12.14</p>

	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  FA 12.02.18
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
<b>4.</b>	<b>PRINCIPAL OFFICERS' PAY CONSTRUCT</b>	
4.1	National Joint Council for Brigade Managers of Fire and Rescue Services (Services Constitution and Scheme of Conditions of Service 5 <sup>th</sup> edition 2006) confirms the approach on Principal Officers pay. It states there is a two-track approach for determining levels of pay for Brigade Manager roles. At national level the NJC shall review annually the level of pay increase applicable to all those covered by this agreement. In doing so the NJC will consider affordability, other relevant pay deals and the rate of inflation at the appropriate date. Any increase agreed by the NJC will be communicated to Fire Authorities by circular. All other decisions about the level of pay and remuneration to be awarded to individual Brigade Manager roles will be taken by the local Fire & Rescue Authority, who will annually review these salary levels.	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	FA 12.10.15

	<p>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 entitled to any national Joint National Council determined pay rises and this Fire &amp; Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.</p>															
4.3	<p>The Fire &amp; Rescue Authority resolved that the HR &amp; Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire &amp; Rescue Authority for final determination. NJC for Brigade Managers of Fire &amp; Rescue Services (Services Constitution and Scheme of Conditions of Service 5<sup>th</sup> edition 2006) recommends that salary levels are reviewed annually.</p>	<p>FA 15.12.14</p>														
4.4	<p>South Wales Fire &amp; Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:</p> <table border="1" data-bbox="331 936 1182 1406"> <thead> <tr> <th><b>Title</b></th> <th><b>Notional % of CFO salary</b></th> </tr> </thead> <tbody> <tr> <td><i>Chief Fire Officer (CFO)</i></td> <td><i>100%</i></td> </tr> <tr> <td><i>Deputy Chief Fire Officer (DCFO)</i></td> <td><i>80% of CFO</i></td> </tr> <tr> <td><i>Deputy Chief Officer (DCO)</i></td> <td><i>95% of DCFO</i></td> </tr> <tr> <td><i>Assistant Chief Fire Officer (ACFO)</i></td> <td><i>75% of CFO</i></td> </tr> <tr> <td><i>Assistant Chief Officer (ACO)</i></td> <td><i>82.5% of ACFO</i></td> </tr> <tr> <td><i>Treasurer*</i></td> <td><i>70.88% of ACO</i></td> </tr> </tbody> </table> <p>*The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.</p> <p>Note: From time to time the percentage figures may need to be amended to reflect the pay award made to ensure that each roles salary actually receives the pay award. For example:-</p> <p>CFO 1% award – Salary £129,820 p.a. to £131,118 p.a.  DCFO 80% of CFO – Salary £103.856 p.a. to £104,895 p.a.  DCO 95% of DCFO – Salary £98,859 p.a. to £99,650 p.a. (less than 1% pay award £98,859 + 1% = £99,848 p.a.).  Therefore, the award should be adjusted by 0.189% to 95.189% = £99,848 p.a.</p>	<b>Title</b>	<b>Notional % of CFO salary</b>	<i>Chief Fire Officer (CFO)</i>	<i>100%</i>	<i>Deputy Chief Fire Officer (DCFO)</i>	<i>80% of CFO</i>	<i>Deputy Chief Officer (DCO)</i>	<i>95% of DCFO</i>	<i>Assistant Chief Fire Officer (ACFO)</i>	<i>75% of CFO</i>	<i>Assistant Chief Officer (ACO)</i>	<i>82.5% of ACFO</i>	<i>Treasurer*</i>	<i>70.88% of ACO</i>	
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4.5	<p>The Fire &amp; Rescue Authority on 9 July 2018 determined that the non-uniformed DCO, ACO and Treasurer's posts would be single salary points and determined on a</p>	<p>FA 15.12.14 FA</p>														

	percentage basis as set out in point 4.4	09.07.18
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 & Rescue Authority, but holds no directorate responsibility.	FA 15.12.14
4.8	Fire & 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 & Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and at its meeting 9 July 2018 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14  FA 09.07.18
4.10	Assistant Chief Officer's remuneration is established at 82.5% of the full rate of the Assistant Chief Fire Officer.	FA 15.12.14 FA 09.07.18
4.11	Chief Officer's remuneration on appointment is determined by the full Fire & Rescue Authority. South Wales Fire & 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 & 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 & 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 & Rescue Authority may identify and agree a local rate and implementation date. The HR & Equalities Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire & Rescue	FA 15.12.14

	Authority. Only the Fire & 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  FA 12.02.18
4.15	On 19 July 2021 Fire Authority approved the outcome and implementation of a Job Evaluation exercise for Corporate Staff. Information was gathered and evaluated against 13 job related factors as defined within the National Joint Council for Local Government Services' (NJC) Job Evaluation Scheme. The pay principles adopted included consideration of a number of factors including the pay framework to be implemented as a result of the exercise. This resulted in the lowest spinal point becoming point 5 for Corporate Staff. The effective date of implementation was 1 August 2021.	FA 19.07.21
<b>5.</b>	<b>AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT</b>	
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
<b>6.</b>	<b>CORPORATE HEADS OF SERVICE (4 POSTS)</b>	
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
<b>7.</b>	<b>ALL OTHER STAFF</b>	
7.1	All other staff employed by South Wales Fire & Rescue Authority are encompassed within Wholetime, On-Call, 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 recognized by the Fire & Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council and are supplemented by the Fire & Rescue Authority's rules, records, Organizational Policy & Procedural documents, and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	FA 15.12.14								
7.3	The 'lowest salary' used by the Fire & Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), Spinal Point 5.	FA 19.07.21								
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 1:7:72.	FA 15.12.14								
<b>8</b>	<b>DELEGATED AUTHORITY LEVELS</b>									
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14								
8.2	<p>Decisions on pay detailed within this policy are delegated as follows:-</p> <table border="1" data-bbox="331 1279 1185 2190"> <thead> <tr> <th data-bbox="331 1279 767 1357"><b>DECISION</b></th> <th data-bbox="767 1279 1185 1357"><b>DELEGATED AUTHORITY LEVEL</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1357 767 1547"><i>Starting pay (above grade minimum) but not including Assistant Chief Officer (and equivalent level)</i></td> <td data-bbox="767 1357 1185 1547"><i>Assistant Chief Officer People Services (As identified in the Fire &amp; Rescue Authority Standing Orders)</i></td> </tr> <tr> <td data-bbox="331 1547 767 2007"><i>Starting Pay Assistant Chief Officer (and equivalent) level and above</i></td> <td data-bbox="767 1547 1185 2007"><i>Full Authority to agree the senior management organizational structure including grades and salary bands.</i>  <i>Appointment panel to agree and approve actual salary on appointment within the management structure agreed by full Authority above.</i></td> </tr> <tr> <td data-bbox="331 2007 767 2190"><i>Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.</i></td> <td data-bbox="767 2007 1185 2190"><i>Assistant Chief Officer People Services or delegated to Head of HR.</i></td> </tr> </tbody> </table>	<b>DECISION</b>	<b>DELEGATED AUTHORITY LEVEL</b>	<i>Starting pay (above grade minimum) but not including Assistant Chief Officer (and equivalent level)</i>	<i>Assistant Chief Officer People Services (As identified in the Fire &amp; Rescue Authority Standing Orders)</i>	<i>Starting Pay Assistant Chief Officer (and equivalent) level and above</i>	<i>Full Authority to agree the senior management organizational structure including grades and salary bands.</i>  <i>Appointment panel to agree and approve actual salary on appointment within the management structure agreed by full Authority above.</i>	<i>Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.</i>	<i>Assistant Chief Officer People Services or delegated to Head of HR.</i>	FA 15.12.14
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	<p><i>Acting-up payment at Assistant Chief Officer level where total salary package is less than £100k.</i></p> <p><i>Acting up payment for posts where total salary package is more than £100k.</i></p>	<p><i>Chief Fire Officer</i></p> <p><i>Full Fire &amp; Rescue Authority</i></p>	
8.3	Human Resources is responsible for overseeing any 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.	FA 15.12.14	
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in the table above.	FA 15.12.14	
<b>9.</b>	<b>PAY RELATIVITIES WITHIN THE FIRE &amp; RESCUE AUTHORITY</b>		
9.1	The lowest paid persons employed under a Contract of Employment with the Fire & 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 & Rescue Authority's grading structure. As at 1 August 2021, this is £19,312 per annum. The Fire & Rescue Authority 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. The Authority has agreed to join a voluntary scheme to become a Real Living Wage Employer.	FA 20.12.21	
<b>10</b>	<b>STARTING SALARY</b>		
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 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"> <li>• Preferred candidate's current or most recent salary;</li> <li>• Salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees;</li> <li>• Benefits to Service and customers of appointing the preferred candidate;</li> <li>• Potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum;</li> <li>• Confirmation that increased employee costs will be met by the existing Service budget.</li> </ul>	FA 15.12.14
10.5	The Assistant Chief Officer People Services will:- <ul style="list-style-type: none"> <li>• Consider the request presented by the recruiting manager;</li> <li>• Discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay Policy;</li> <li>• Response to the appointment panel;</li> <li>• Complete the relevant payroll authorization so that the recruitment process can be completed</li> </ul>	FA 15.12.14
10.6	The decision of the Assistant Chief Officer People Services is final.	FA 15.12.14
10.7	A resolution of the full Fire & Rescue Authority is required for all organizational re-structures and associated grading and salary.	FA 15.12.14
<b>11.</b>	<b>RE-EMPLOYMENT OF FORMER EMPLOYEES</b>	
11.1	Former employees are able to be re-employed by the Fire & Rescue Authority, but there are several determining factors.	FA 15.12.14
11.2	The Fire & 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 & Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire & Rescue Authority for consideration	FA 15.12.14

	based on business needs.	
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 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.	FA 15.12.14
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 & Rescue Authority or designated Assistant Chief Officer.	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire & 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
<b>12.</b>	<b>ACTING-UP TO A HIGHER GRADED JOB</b>	
12.1	Acting up is generally applied to employees on Grey Book terms and conditions. It 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 allowances 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	FA 15.12.14

	differential as acting up allowance.	
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 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.	FA 15.12.14
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"> <li>• Consider the request presented by the requesting manager;</li> <li>• Discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay Policy;</li> <li>• Provide a response to the requesting manager, normally within 10 working days;</li> <li>• Complete and notify the Payroll Section if a pay variation is to be implemented.</li> </ul>	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 & Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire & 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
<b>13</b>	<b>HONORARIUM PAYMENTS</b>	
13.1	An honorarium payment is a <b>one-off</b> payment. It can only be made where there is clear evidence to support the following circumstances:- <ul style="list-style-type: none"> <li>• Where an employee temporarily carries out significant additional work over and above their usual responsibilities;</li> </ul> <p>Where an employee carries out a significant amount of</p>	FA 15.12.14

	work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale.	
13.2	<p>An honorarium payment <b>cannot</b> be made in the following circumstances:-</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation;</li> <li>• Where the additional work undertaken is commensurate with the employees current job description/salary grade.</li> </ul>	FA 15.12.14
13.3	If the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chair of the Fire & 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 & 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 & Equalities Committee for monitoring purposes.	FA 15.12.14
<b>14</b>	<b>SEVERANCE</b>	
14.1	On ceasing to be employed by the Fire & 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 & Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and severance must be reported to the Fire & Rescue Authority for scrutiny prior to the Authority making a	FA 15.12.14

	resolution to either accept or reject.	
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 organization. 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
14.4	The Fire & Rescue Authority / HR & Equalities Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer People Service's decisions.	FA 14.03.15
<b>15</b>	<b>UNIFORMED FIRE &amp; RESCUE SERVICES</b>	
15.1	All Fire & Rescue Service employees up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire & 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 &amp; 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"> <li>• The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data;</li> <li>• The relationship of current salary to the national benchmark.</li> <li>• Any substantial local factors not common to Fire and Rescue Authorities of similar type and size;</li> <li>• Comparative information to on salaries in other similar authorities;</li> <li>• Top management structures and size of management team compared to those of other Fire and Rescue Authorities of similar type and size.</li> <li>• The relative job size of each post and</li> <li>• Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond.</li> </ul>	FA 15.12.14
15.3	Other Fire & 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	FA 15.12.14

	Officer's salary takes place.	
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 & Equalities Committee before being submitted to the full Fire & Rescue Authority for final determination.	FA 15.12.14
<b>16</b>	<b>OTHER PAY RELATED POLICIES</b>	
16.1	Other pay related policy areas that are applicable to all employees are:- <ul style="list-style-type: none"> <li>• Business Travel and Expenses</li> <li>• Relocation expenses</li> <li>• Handling redundancy</li> <li>• Early retirement – including redundancy, flexible retirement and efficiency of service</li> <li>• Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015, RDS Modified Scheme, Firefighter Compensation Scheme</li> </ul>	FA 14.03.16
<b>17</b>	<b>OTHER TERMS AND CONDITIONS</b>	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increased in/enhancements of pension entitlements and termination payments (Ref Section 4 Principal Officers Pay Construct),	FA 15.12.14
17.2	South Wales Fire & Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Service 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.	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 the delivery of Fire & Rescue Service workforce planning. The aim is to utilize a structured approach to both identifying critical positions and developing managers and staff with high potential within the organization, and to steer their career development and progression to fulfil these positions.  Succession planning is the systematic process whereby the Fire & Rescue Service identifies, assesses and develops their employees to ensure they are ready to take	FA 14.03.16

	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.	
<b>18</b>	<b>MONITORING AND REVIEW</b>	
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 & Equalities Committee for review before being submitted to the full Fire & Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any changes or deviation from this policy outside of such a review requires full Fire & Rescue Authority approval.	FA 15.12.14
<b>19</b>	<b>SALARY SCALES</b>	
19.1	South Wales Fire & Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14 FA 12.02.18
19.2	National Joint Council for Local Authorities Fire & Rescue Services, salary matrix – Appendix 2	FA 15.12.14 FA 12.02.18
19.3	South Wales Fire & Rescue Service, On-Call Duty System Payment Structure – Appendix 3.	FA 15.12.15 FA 12.02.18
19.4	National Joint Council for Local Government Service, salary matrix – Appendix 4	FA 15.12.14 FA 12.02.18
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14 FA 12.02.18
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.09.15 FA 12.02.18

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

	<b>FT Salary</b>	<b>Actual Salary</b>
<b>DIRECTORS (5 posts)</b>		
Chief Fire Officer	£139,831	£139,831
<i>Deputy Chief Fire Officer (80% CFO)</i>	£111,865	-
Deputy Chief Officer (95.19% - DCFO)	£106,484	£106,484
Assistant Chief Fire Officer - Technical Services (75.15% CFO)	£105,082	£105,082
Assistant Chief Fire Officer- Service Delivery (75.15% CFO)	£105,082	£105,082
Assistant Chief Officer - People Services (82.5% -ACFO)	£86,693	£86,693
<b>STATUTORY OFFICER (1 post)</b>		
Treasurer (70.88% -AGO)	£61,453	£27,887
• The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.		
<b>HEADS OF SERVICE (8 posts)</b>		
Head of Service - Finance (63.634% -ACO PS)	£55,167	£55,167
Head of Service - Corporate (63.634% - ACO PS)	£55,167	£55,167
Head of Service - HR (63.634% -ACO PS)	£55,167	£55,167
Head of Service - ICT (63.634% -ACO PS)	£55,167	£55,167
Area Manager - Operations *	£83,793	£83,793
Area Manager - Head of Operational Risk Management *	£83,793	£83,793
Area Manager - Head of Risk Reduction *	£83,793	£76,451
Area Manager - Training & Development *	£85,049	£85,049
* <i>Area Manager - Baseline Salary</i>	£61,667	
<i>20% flexi duty allowance</i>	£12,333	
<i>14% continuous duty system pay</i>	£10,360	
<i>CPD</i>	£689	
*Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2021		
<b>MEDICAL (1 post)</b>		
Occupational Health Physician'50%	£107,646	£53,823
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment) last increased with effective from 1 April 2019		



## APPENDIX A

## FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2021

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	24,191	11.05	16.58
Development	25,198	11.51	17.27
Competent	32,244	14.72	22.08
<b>Crew Manager</b>			
Development	34,269	15.65	23.48
Competent	35,747	16.32	24.48
<b>Watch Manager</b>			
Development	36,521	16.68	25.02
Competent A	37,535	17.14	25.71
Competent B	39,974	18.25	27.38
<b>Station Manager</b>			
Development	41,578	18.99	28.49
Competent A	42,827	19.56	29.34
Competent B	45,861	20.94	31.41
<b>Group Manager</b>			
Development	47,887	21.87	Not Applicable
Competent A	49,323	22.52	“
Competent B	53,086	24.24	“
<b>Area Manager</b>			
Development	56,220	25.67	Not Applicable
Competent A	57,905	26.44	“
Competent B	61,667	28.16	“

**APPENDIX B**

**CONTROL SPECIFIC ROLES – PAY RATES FROM 1 JULY 2021**

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

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter (Control)</b>			
Trainee	22,981	10.49	15.74
Development	23,938	10.93	16.40
Competent	30,632	13.99	20.99
<b>Crew Manager (Control)</b>			
Development	32,556	14.87	22.31
Competent	33,960	15.51	23.27
<b>Watch Manager (Control)</b>			
Development	34,695	15.84	23.76
Competent A	35,658	16.28	24.42
Competent B	37,975	17.34	26.01
<b>Station Manager (Control)</b>			
Development	39,499	18.04	27.06
Competent A	40,686	18.58	27.87
Competent B	43,568	19.89	29.84
<b>Group Manager (Control)</b>			
Development	45,493	20.77	Not applicable
Competent A	46,857	21.40	"
Competent B	50,432	23.03	"

	Firefighter			Crew Manager		Watch Manager		Paid as an honorarium	Station Manager	Paid as an honorarium
<b>105 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	62.5	62.5	62.5	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin
Paid a Month				75	75	75	75	75	75	75
<b>Total Salary</b>	<b>£10,359.38</b>	<b>£10,790.63</b>	<b>£13,800.00</b>	<b>£17,606.25</b>	<b>£18,360.00</b>	<b>£18,765.00</b>	<b>£19,282.50</b>	<b>£20,531.25</b>	<b>£21,363.75</b>	<b>£22,005.00</b>
<b>94.5 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	56.25	56.25	56.25	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin
Paid a Month				67.5	67.5	67.5	67.5	67.5	67.5	67.5
<b>Total Salary</b>	<b>£9,323.44</b>	<b>£9,711.56</b>	<b>£12,420.00</b>	<b>£15,845.63</b>	<b>£16,524.00</b>	<b>£16,888.50</b>	<b>£17,354.25</b>	<b>£18,478.13</b>	<b>£19,227.38</b>	<b>£19,804.50</b>
<b>84 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	50	50	50	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin
Paid a Month				60	60	60	60	60	60	60
<b>Total Salary</b>	<b>£8,287.50</b>	<b>£8,632.50</b>	<b>£11,040.00</b>	<b>£14,085.00</b>	<b>£14,688.00</b>	<b>£15,012.00</b>	<b>£15,426.00</b>	<b>£16,425.00</b>	<b>£17,091.00</b>	<b>£17,604.00</b>
<b>73.5 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	43.75	43.75	43.75	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin
Paid a Month				52.5	52.5	52.5	52.5	52.5	52.5	52.5
<b>Total Salary</b>	<b>£7,251.56</b>	<b>£7,553.44</b>	<b>£9,660.00</b>	<b>£12,324.38</b>	<b>£12,852.00</b>	<b>£13,135.50</b>	<b>£13,497.75</b>	<b>£14,371.88</b>	<b>£14,954.63</b>	<b>£15,403.50</b>
<b>63 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	37.5	37.5	37.5	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin
Paid a Month				45	45	45	45	45	45	45
<b>Total Salary</b>	<b>£6,215.63</b>	<b>£6,474.38</b>	<b>£8,280.00</b>	<b>£10,563.75</b>	<b>£11,016.00</b>	<b>£11,259.00</b>	<b>£11,569.50</b>	<b>£12,318.75</b>	<b>£12,818.25</b>	<b>£13,203.00</b>
<b>52.5 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	31.25	31.25	31.25	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin
Paid a Month				37.5	37.5	37.5	37.5	37.5	37.5	37.5
<b>Total Salary</b>	<b>£5,179.69</b>	<b>£5,395.31</b>	<b>£6,900.00</b>	<b>£8,803.13</b>	<b>£9,180.00</b>	<b>£9,382.50</b>	<b>£9,641.25</b>	<b>£10,265.63</b>	<b>£10,681.88</b>	<b>£11,002.50</b>
<b>42 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	25	25	25	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin
Paid a Month				30	30	30	30	30	30	30
<b>Total Salary</b>	<b>£4,143.75</b>	<b>£4,316.25</b>	<b>£5,520.00</b>	<b>£7,042.50</b>	<b>£7,344.00</b>	<b>£7,506.00</b>	<b>£7,713.00</b>	<b>£8,212.50</b>	<b>£8,545.50</b>	<b>£8,802.00</b>
<b>31.5 Hours</b>	<b>Trainee</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent</b>	<b>Development</b>	<b>Competent A</b>	<b>Competent B</b>	<b>Development</b>	<b>Competent A</b>
Hourly Rate	£11.05	£11.51	£14.72	£15.65	£16.32	£16.68	£17.14	£18.25	£18.99	£19.56
Number of Hours	18.75	18.75	18.75	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin
Paid a Month				22.5	22.5	22.5	22.5	22.5	22.5	22.5
<b>Total Salary</b>	<b>£3,107.81</b>	<b>£3,237.19</b>	<b>£4,140.00</b>	<b>£5,281.88</b>	<b>£5,508.00</b>	<b>£5,629.50</b>	<b>£5,784.75</b>	<b>£6,159.38</b>	<b>£6,409.13</b>	<b>£6,601.50</b>

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**South Wales Fire & Rescue Service  
Corporate Staff Salary Scales Effective from 01 August 2021**

Grade	Spinal Point	Salary
4	5	£19,312
	6	£19,698
5	7	£20,092
	8	£20,493
6	10	£21,322
	11	£21,748
	12	£22,183
7	15	£23,541
	16	£24,012
	17	£24,491
8	20	£25,991
	21	£26,511
	22	£27,041
9	23	£27,741
	24	£28,672
	25	£29,577
10	26	£30,451
	27	£31,346
11	28	£32,234
	29	£32,910
12	30	£33,782
	31	£34,728
13	32	£35,745
	33	£36,922
14	34	£37,890
	35	£38,890
15	36	£39,880
	37	£40,876
16	38	£41,881
	39	£42,821
17	40	£43,857
	41	£44,863
18	42	£45,859
	43	£46,845

## Extract

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

**CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including 1 **April 2020** are as follows:

**Apprentice Engineers & Electricians**

Engineering and Electrical Apprentices following a recognized 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).

<b>Age at Entry</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>
	<b>1 April 2020</b>	<b>1 April 2020</b>	<b>1 April 2020</b>	<b>1 April 2020</b>
<b>16 Years</b>	£203.70 (55%)	£259.25 (70%)	£333.32 (90%)	£351.84 (95%)
<b>17 Years</b>	£203.70 (55%)	£296.29 (80%)	£333.32 (90%)	£351.84 (95%)
<b>18 Years+</b>	£296.29 (80%)	£314.81 (85%)	£333.32 (90%)	£351.84 (95%)

**SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS**

**Auxiliary Firefighter will be linked to Green Book and 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.