



**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Full Authority

Purpose: Approval

Date: **27 FEBRUARY 2024**

Title: **ANNUAL PAY POLICY STATEMENT**

Report of Chief Fire Officer

SUMMARY

1. Relevant authorities are required by Section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) falls within the definition of a relevant authority and as such is required to prepare and publish a Pay Policy Statement.
2. Under the terms of the Localism Act, the Pay Policy Statement must be considered at a full meeting of Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any committee or sub-committee.
3. The Pay Policy Statement, attached at Appendix A, is correct at the time of writing for the 2024/2025 financial year. It may be updated throughout the financial year if there is a pay review/award as this will change the details of the financial content and the corresponding assessment of multiples.

BACKGROUND

4. Increased transparency about how taxpayers money is used, including in the pay and reward of public sector staff, is now a legislated requirement.

5. A Pay Policy Statement for a financial year must set out the Authority's policies for the financial year relating to:
 - a) the remuneration of its Chief Officers
 - b) remuneration of Chief Officers on recruitment
 - c) the remuneration of its lowest-paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers
 - d) increases and additions to remuneration for each Chief Officer
 - e) the use of performance-related pay for Chief Officers
 - f) the use of bonuses for Chief Officers
 - g) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the Authority, and the publication of and access to information relating to remuneration of Chief Officers
 - h) the definition of "lowest paid employees" adopted by the Authority for the purposes of the statement, and the Authority's reasons for adopting that definition.
6. For information, the definition of 'Chief Officers' as set out in the Localism Act, is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer.
7. The Act sets out the minimum information Authorities are required to include in the Pay Policy Statements. Authorities can consider extending this based upon their own structure. Therefore, HIWFRS has extended its Pay Policy Statement to include all those roles whose salary is based upon a percentage of the Chief Fire Officer's salary.
8. Approved Pay Policy Statements must be published on HIWFRS's website as soon as is reasonably practicable after they are approved or amended.

CHIEF OFFICER/PRINCIPAL OFFICER PAY AWARD

9. There is a two-track approach for determining levels of pay for Chief Officer ("Gold Book") roles. At national level, the NJC shall review annually the level of pay increase applicable to all Chief Officers. In doing so, the NJC will consider affordability, other relevant pay deals and the rate of inflation at the appropriate date.
10. All other decisions about the level of pay and remuneration to be awarded to Chief Officer roles will be taken by the local Fire and Rescue Authority, who will implement a process for annually reviewing the local salary levels.
11. The HIWFRA process for determining a local pay award has been reviewed by the Principal Officer Pay Review working group. An updated methodology is attached at Appendix B for approval by the Fire Authority.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

12. Approval and publication of the Pay Policy Statement discharges our obligations under the Localism Act 2011.

CONSULTATION

13. There is no requirement to conduct consultation on the content of the Pay Policy Statement. However, in the interests of being open, transparent and providing accountability in local pay, once approved the Pay Policy Statement must be published on the HIWFRS's website as soon as is reasonably practicable.

RESOURCE IMPLICATIONS

14. Other than staff time preparing figures and writing reports, no other resource implications have been identified.

IMPACT ASSESSMENT

15. The publication of the Pay Policy Statement has no impact on the environment or sustainability.
16. The information contained in this report and the attached Pay Policy Statement which, if approved, will be published on the HIWFRS website, is considered compatible with the provisions of equality and human rights legislation.
17. Employees of HIWFRS are paid in accordance with national pay frameworks and the grades of roles are determined through consistent job evaluation criteria. This ensures there are no adverse impacts for those with protected characteristics.

LEGAL IMPLICATIONS

18. Under Section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS is required to prepare and publish a Pay Policy Statement.

OPTIONS

19. HIWFRA choose to approve the Pay Policy Statement at Appendix A and the updated process for a local pay award at Appendix B. [RECOMMENDED]

20. Alternatively, HIWFRA choose to make some changes to the Pay Policy Statement or process for a local pay award, prior to publication. This may delay publication but does not present any other risks.
21. Failure to publish a Pay Policy Statement would be in contravention of the Localism Act. Therefore, this would be of significant risk to HIWFRA and is not a viable option.

RISK ANALYSIS

22. Approval and publication of the Pay Policy Statement discharges HIWFRA's obligations under the Localism Act 2011. Failure to do so in a timely fashion could result in concerns being raised from stakeholders, such as employees and trade unions, regarding HIWFRS's approach to openness and transparency. This risk can be mitigated by ensuring the updated Pay Policy Statement is approved and published on the HIWFRS's website as soon as is reasonably practicable.

EVALUATION

23. The publication of a Pay Policy Statement ensures that our communities are able to scrutinise the pay of our most senior officers and the pay frameworks for our employees. This requires HIWFRS to take accountability for its policies on pay and reward and enables interested stakeholders to consider the value of HIWFRS to the communities it serves.

CONCLUSION

24. In accordance with Section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS submits the Pay Policy Statement at Appendix A for consideration and approval by HIWFRA.

RECOMMENDATION

25. That Hampshire and Isle of Wight Fire and Rescue Authority approve the Pay Policy Statement at Appendix A for publication on Hampshire and Isle of Wight Fire and Rescue Service's website.
26. That Hampshire and Isle of Wight Fire and Rescue Authority approve the updated methodology for the annual local review of Principal Officer pay at Appendix B.

APPENDICES ATTACHED

27. [Appendix A](#) – Pay Policy Statement 2024/25
28. [Appendix B](#) - Methodology for the Annual Local Review of Principal Officer Pay

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