

Appendix A

ANNUAL PAY POLICY STATEMENT

Hampshire and Isle of Wight Fire and Rescue Service

Pay Policy Statement – 2024/2025

1. Introduction

- 1.1 The purpose of this Pay Policy Statement is to set out Hampshire and Isle of Wight Fire and Rescue Service's (HIWFRS) pay policies relating to its workforce for the financial year 2024/2025, including the remuneration of its Chief Officers and lowest paid employees.
- 1.2 Under the terms of the Localism Act 2011, the Pay Policy Statement must be considered at a full meeting of the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any sub-committee.

2. Pay Framework

- 2.1 Pay for all employees of HIWFRS is determined by the Local Government Employers with the Employers' Sides of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers' Negotiating Body, and the NJC for Brigade Managers of Local Authority Fire and Rescue Services, the HIWFRA locally and representative bodies nationally. Terms and conditions of employment for HIWFRS employees are set nationally with any variations negotiated and agreed locally.
- 2.2 The HIWFRS pay framework for non-operational ("Green Book") support staff was implemented in April 2019 in line with national guidance, with the grade for each role being determined by a consistent job evaluation process. Pay awards for non-uniformed support employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from April each year.

Please note: the latest Green Book pay award for non-operational staff , as included in this report, is effective from April 2023.

- 2.3 The HIWFRS pay framework for operational and control staff ("Grey Book") was implemented in December 2003 following a rank-to-role exercise in line with national guidance. Pay awards for uniformed operational employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from July each year.

The latest Grey Book pay award for operational staff, as included in this report, is effective from July 2023.

3. Chief Officer Remuneration

- 3.1 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.
- 3.2 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 annually review these salary levels, taking into account relevant available information, including the salaries of Chief Officers in other comparable Fire and Rescue Services nationally, together with an evaluation of their performance in role as determined locally with the HIWFRA. To support the annual review, information may be provided on inflation, earnings growth and any significant considerations from elsewhere in the public sector. The details of HIWFRS’ Chief Officers pay is outlined in Appendix A of this Pay Policy Statement.
- 3.3 The definition of Chief Officers (as set out in section 43(2)) 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 Officer. There are a number of Director and Assistant Director roles that receive remuneration based on direct percentage proportions of the Chief Officer’s pay and hence any agreed Chief Officer pay award (as described above) will be reflected in the remuneration of these employees. Therefore, these roles are covered by the Pay Policy Statement and details of their pay is also outlined in Appendix A. This excludes the Chief Financial Officer and Monitoring Officer as these post employed by Hampshire County Council on different terms and conditions and therefore the pay for these posts is not directly related to the Chief Officer’s pay.
- 3.4 Chief Officer pay may be varied during a financial year (eg, if the incumbent post holder were to leave and a replacement be recruited). Any changes to remuneration (whether increases or decreases), in this situation, (or for any other legitimate reason) must be approved by the HIWFRA. The effects of any changes cascading from any change to other existing Executive Group employees would also require review and HIWFRA approval at that time.

Please note: the 2024 Gold Book pay award for Brigade Managers or equivalent has not been agreed with the Trade Unions and therefore the figures included in this report are effective from January 2023.

4. Remuneration of the lowest paid employee

4.1 HIWFRS define the “lowest paid employee” as that post holder receiving the lowest (FTE) annual salary. This definition has been chosen as the most representative and equitable method for comparison with Chief Officer remuneration.

4.2 The lowest salary is Grade A of the HIWFRS Green Book pay framework. There is one scale point on this grade and the FTE salary is £22,366.00 per annum, equivalent to £11.59 per hour. This is above the National Living Wage (NLW) of £10.42 per hour which was introduced from 1 April 2023 for workers aged 23 and over; and is also above the NLW from 1 April 2024, which is £11.44.

However, there are currently no roles within HIWFRA which are evaluated at Grade A. Therefore, the starting FTE salary of the lowest paid employees within HIWFRS is Grade B which is paid at £22,737.00 per annum, equivalent to £11.79 per hour.

5. Average remuneration of employees

5.1 The median average salary of an HIWFRS Green Book FTE post is £34,834.08. This includes all Green Book posts but excludes ICU (Incident Command Unit) employees whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.

5.2 The median average salary of an HIWFRS Grey Book FTE post is £36,226.08. This includes all operational posts and Control but excludes Retained Firefighters whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.

6. Relationship between remuneration of Chief Officers and lowest paid employees

6.1 The remuneration of the Chief Officer represents a multiple of 7.9 of the salary at Grade B which is the lowest paid employees’ salary. The relationship to the average Green Book staff salary is a multiple of 5.2 and to the average Grey Book staff salary it is a multiple of 5.0. HIWFRS relies on the transparency and equality of application of job evaluation processes to achieve equitable pay rates for all roles. As such, there is no specific policy to set or achieve a particular pay multiple in relation to Chief Officer remuneration compared to the pay levels of other staff.

7. Policies relating to remuneration (including pensions)

- 7.1 There are no special arrangements for Chief Officers in relation to pensions. All staff have the option to join the pension scheme relevant to their role and benefits under each scheme are based on contributions, salary and length of time in the scheme.
- 7.2 As of 1 April 2022, two pension schemes remain active for HIWFRS employees. Operational employees joining HIWFRS, excluding Control, are eligible to join the 2015 Fire Pension Scheme and non-operational employees (including Control and more senior operational employees who have taken re-employment after retiring from operational roles) are eligible to join the Local Government Pension Scheme. All other Fire Pension Schemes are legacy pension schemes which closed to all members on 31 March 2022. This means that there are no further employer or employee pension contributions being paid to these schemes.
- 7.3 HIWFRS does not routinely award any employees or Chief Officers with additional payments based on their performance or pay any bonuses. However, Grey and Green Book employees may receive an Honorarium payment, as a one-off lump sum to recognise factors not included in basic pay, in accordance with the HIWFRS Allowances and Expenses procedure.
- 7.4 HIWFRS pays Market Supplements, Standby and Responsibility Allowances to some Green Book roles. These payments are determined on a role-by-role basis following approval of a business case.
- 7.5 No special payments are made to employees or Chief Officers on leaving HIWFRS.
- 7.6 The management of redundancy in HIWFRS is detailed in the Redundancy Procedure.
- 7.7 HIWFRS does not permit the automatic re-engagement of staff after retirement.

Appendix A

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Salary details of Executive Group roles employed by Hampshire and Isle of Wight Fire and Rescue Service

Role	Annual Salary
Chief Fire Officer	£179,999
Director of Policy, Planning and Assurance (Deputy Chief Fire Officer)	£143,999
Director of Operations (Assistant Chief Fire Officer)	£134,999
Director of Corporate Services	£107,999
Director of People and Organisational Development	£107,999
Assistant Directors (Operational) x4	£89.999