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## Document Control

Active date	Review date	Author	Editor	Publisher
December 2017	Sept 2019	Nick Mernock	DCFO	Jackie Sutton

### Amendment History

Version	Date	Author	Reasons for Change
1.0		Nick Mernock	Old format
2.0	08.12.17	Nick Mernock	Updated & in new format
3.0	20.10.18	Nick Mernock	Updated

### Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments
			DAG	Portal: Approved EIA Forms

### Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

### Related Documents

Doc. Type	Ref No.	Title	Location
SI	0859	Pay Review Process	Portal: Service Instructions
SI			Portal: Service Instructions
Policy			Portal: Policies

### Distribution List

Name	Position	I/R
SLT	All SLT Members	

### Sign-Off List

Name	Position
SLT	All SLT Members: Signed off at meeting

### Target audience

All MFRS	X	Ops Crews		Fire safety		Community FS		Support Staff	
Principal off.		Senior off.		etc		etc		etc	

### Ownership

FOI exemption	Yes	URL

required?	No	X	Reason	
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**Legislation**

<b>Title</b>	<i>Fire &amp; Rescue Service Act</i> <i>National Framework for Fire and Rescue Service (England)</i>	<b>2004</b> <b>2012</b>
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POPOLICY

## Pay Policy

### 1. Policy Introduction and Background

This Statement sets out the Authority's policies in relation to the pay of its workforce, particularly its Senior Officers, in line with Section 38 of the Localism Act 2011. The Statement is approved by the Authority each year and published on the Authority's website demonstrating an open and transparent approach to pay policy.

### 2. Policy Explanation

This Statement draws together the Authority's policies relating to the payment of the workforce, particularly:-

- Senior Officers
- It's lowest paid employees; and
- The relationship between the pay of Senior Officers and the pay of other employees.

For the purposes of this Statement, "pay" includes basic salary, pension and all other allowances arising from employment.

The Authority's operates a pay policy to ensure that:-

- It is competitive and allows the Authority to recruit and retain high quality staff to deliver its mission and to make its staff and its communities safer
- Is fair and equitable both within the organisation, whilst considering relevant comparable data with other similar organisations and roles.
- Is transparent and open to public scrutiny

In deciding pay levels all roles take account of National Conditions of Service as well as undertaking Organisational Job Evaluation using a jointly agreed scheme. This process will take account of a range of measurable factors that ensures organisational continuity and equality in relation to pay.

***Details of the Pay Review process can be found within Service Instruction SI 0859***

This process where appropriate can also be supplemented to take account of:-

- a) Market Forces and comparators

Comparisons are undertaken were deemed appropriate:-

- With other Metropolitan and similar sized Fire and Rescue Services
- With other pan Merseyside and local district organisations
- Other comparator and private sector salaries where appropriate (particularly for professional roles)

- b) The relative size and efficiency of the management team
- c) The level and breadth of responsibility

- d) The full range of benefits afforded to the individual
- e) Organisational success

The Authority regularly reviews its management structures and pay scales to ensure they remain efficient and applicable. Although there is a national pay framework, the Authority has negotiated a more flexible local agreement which has enabled it to reduce overall numbers and deliver savings.

The Authority has moved to a structure of single pay points for its senior managers. The pay points were introduced as individual roles within the management team became subject to review.

The Authority no longer operates any bonus or performance pay mechanism for its senior managers.

### **Decision Making Process**

The Full Authority body ultimately agrees the structure and pay levels for the organisation. The Authority is made up of locally elected Councillors from the five districts of Merseyside. The Authority's responsibility is to ensure that the fire and rescue service is run properly and responsibly. More information about the running of the Authority can be found at [www.merseyfire.gov.uk](http://www.merseyfire.gov.uk)

### **Re Employment**

It is not in the Authority's policy to re employ or contract with senior managers who have been made redundant, or sought voluntary severance unless there are exceptional circumstances where their specialist knowledge and expertise is required for a defined period

### **Openness and Accountability**

The Authority is committed to openness and accountability to the communities it serves. Information about pay and rewards is published:-

- In this pay policy annually
- In its annual accounts statement
- On its website

### **Pay Arrangements for The Strategic Management Group (Senior Officers)**

For the purposes of this policy, Senior Officers are defined as the Strategic Leadership Team (SLT). SLT is responsible for implementing the policies procedures and decisions of the Fire Authority and carry out a variety of professional advisory roles.

The SLT has three Executive Officers:-

- **Chief Fire Officer**
- **Deputy Chief Fire Officer**
- **Assistant Chief Officer**

The entire management structure has been very much reduced since 1996 when the executive team comprised of 8 officers (*A Chief Fire Officer, a Deputy Chief Fire Officer and four Assistant Chief Officers (3 of whom were operational) and this operational team were supported by a Clerk to the Authority and a Treasurer*). The Authority committed to a continuous review of its efficiency and to

deliver a dynamic but streamlined structure.

The Executive Team was further reduced in August 2015 following the deletion of the Deputy Chief Executive position.

Alongside the Executive the Authority has a number of strategic managers to deliver its day to day business. The other members of SLT are:-

- Director of Strategy and Performance
- Area Manager Operational Preparedness (flexible duty)
- Director of Legal, Procurement and Democratic Services
- Director of People & Organisational Development
- Area Manager Operational Response (flexible duty)
- Area Manager Community Risk Management (Flexible Duty)
- Director of Finance / Treasurer
- Area Manager National Resilience (Flexible Duty)

### **Officers' Remuneration\***

The current Chief Fire Officer was appointed in September 2018 and was appointed on a reduced salary from that of the previous post holder of £165,000. The Deputy Chief Fire Officer was also appointed October 2018 and also was appointed on a reduced salary to the previous post holder as the position paid at 85% of the Chief Fire officer salary.

The Assistant Chief Fire officer position is paid at 70% of the Chief Fire Officers salary

(\*The former Chief Fire Officer and Deputy Chief Fire Officer have declined any pay rise since taking on the respective roles in 2011. A pay rise linked to the outcomes of the national pay bargaining for uniformed Grey Bod staff would be applicable under normal circumstances).

Director/Area Manager salaries range from £64k-£92k

***Other non-pay related benefits are attached in Appendix A***

### **Definition of Lowest Paid Staff**

The Authority defines its lowest paid employees by alignment to the lowest grades of uniformed and non-uniformed staff.

***The lowest paid non-operational role is Grade 2, with a salary range of £16394 - £17,007 pa.  
The lowest paid operational role is Firefighter (Trainee) £22,459 pa.***

### **Comparison with Lowest Paid Staff**

In setting reward structures for Senior Managers, the Authority does not take direct account of multiples of pay, but it is mindful of the Hutton Recommendation, that multiples of over 20 might well be considered excessive.

The current ratios between high and low paid staff are:-

***Highest paid Manager/Lowest paid member of all staff = 10.06 (Last year this was 11.32)  
Highest paid Manager/Lowest paid operational staff = 7.35 (Last year this was 7.64)***

### **Gender Pay Gap reporting and monitoring**

In addressing the requirement to complete an equality analysis of our workforce in compliance with the Equality Act 2010, and the introduction of the Public Sector Equality Duties 2011, which required all public bodies to publish equality information pertaining to the makeup of its workforce, Merseyside Fire and Rescue Authority current report is now available.

In covering key areas of Age, Gender, Disability, Ethnicity, Sexual Orientation and Religion for all our employees, the document supports our Positive Action strategy, and key aim to be wholly inclusive of the communities of Merseyside

The gender pay gap for MFRA currently stands at 11.7 %, the national average for the UK is 18.1%. This is a further reduction from 12.1% in 2016/17

A full breakdown is contained in the report below

[http://www.merseyfire.gov.uk/asp/~/pages/equality/pdf/Public\\_Sector\\_Equality\\_Data\\_Report\\_2017.pdf](http://www.merseyfire.gov.uk/asp/~/pages/equality/pdf/Public_Sector_Equality_Data_Report_2017.pdf)

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### **3. Policy Implementation**

The Service Instructions used to underpin this Policy are:

SI0859      Pay Review Process

**MERSEYSIDE FIRE AND RESCUE SERVICE**

Pay Policy Other Benefits
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Uniformed firefighters including the Chief Fire Officer (CFO), Deputy Chief Fire Officer (DCFO) and Assistant Chief Fire Officer (ACFO) and the Area Managers are members of the Firefighter Pension Scheme (FPS). This is the scheme that covers the majority of firefighters although newer entrants are now members of the 'New Firefighter Pension Scheme'.

FPS is a contributory scheme; this means that the employee contributes to the scheme from his or her own salary. Grey Book members of staff (operational staff) contribute between 8.5% to 17% of their salaries dependant on grade and which pension scheme they contribute into.

Since 2006 there has been an Employer's contribution to the FPS which is currently ranges from 11.9% to 21.7% again dependent upon grade and Pension scheme. Both employee and employer's contribution are paid into an Authority pensions account and the cost of pensions, when they are taken, are also then paid from this account with the net deficit then reimbursed by Government.

The rules governing the pension scheme are contained in regulations made by Parliament and are available at <http://www.gov.uk>

Non-Uniformed staff are members of the Local Government Pension Scheme which is a contributory scheme; this means that the employee contributes to the scheme from his or her own salary.

THE employee contribution rate is between 5.5% and 10.5% and the Employer's contribution to the LGPS is currently 15.2% (the figure varies depending upon how much is needed to ensure benefits under the scheme are properly funded, and are set independently). The rules governing the pension scheme are contained in regulation made by Parliament and are available at <http://www.lgps.org.uk>

**Other Benefits**

The Strategic Leadership Team (SLT) work such hours as are necessary to ensure the job gets done. This routinely involves evening work as well as the standard Monday to Friday business week. Weekend working is required. No extra payments are made for such extended hours.

In addition, the CFO and DCFO work a 'continuous duty' system whereby they have to remain available for operational response for protracted periods. The very nature of a senior officer role also means that they regularly have evening and weekend work commitments.

Where a car is required to carry out their duties each Officer is provided with a lease car arrangement to which the Authority makes a contribution.

The individuals are given the flexibility to add to this lease amount at their own expense if they want to exercise their personal choice for a more expensive car. The Authority has clear guidelines on the type of vehicle that can be used given the operational nature of the role.

In addition, other benefits may be applicable. The Authority strives to be an excellent employer and makes a wide range of benefits and support available to **all** staff. The Executive team may be eligible/take advantage of these benefits in certain instances.

### **Benefits available to all Authority Employees**

- Flexible working including the use of flexi time
- Free On Site Gym
- Free staff car parking
- PPC (Employee Assistance Programme) for all family members
- Free Flu Inoculations
- Counselling services
- Physiotherapy services
- Childcare vouchers
- Health advice clinics
- Specialist Nurse Advisor health assessment
- Early Intervention Diagnostic Assessment
- Medical Financial Assistance
- Total Fitness Rehabilitation Exercise Referrals
- Rehabilitation Clinic
- Smoking Cessation Support
- Internet access may be provided at home for access to critical Authority computer systems
- Essential Communications equipment may be provided
- Corporate Uniform and clothing allowances
- Pre-retirement Leave
- Enhance maternity benefits
- Relocation Expenses



- Season Ticket Loans (travel)
- Additional personal Security based on a police risk assessment

### **Expenses/Allowances**

The Authority reimburses officers for costs incurred when working away from home, when at conferences, regional or national meetings etc. The costs of work travel, accommodation and subsistence are claimable. The very nature of the role means that SLT members are regularly required to work in different parts of the country and spend nights away from home. Claims are either based upon actual expenditure incurred according to strict controls and rules or, on occasion, can be payable in line with the Authority's scheme for Allowances.

POLICE

Policy