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Document Control

Active date	Review date	Author	Editor	Publisher
December 2017	April 2018	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

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
SMG	All SMG Members	

Sign-Off List

Name	Position
SMG	All SMG 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 required?	Yes		URL	
	No	X	Reason	

Legislation

Title	<i>Fire & Rescue Service Act</i> <i>National Framework for Fire and Rescue Service (England)</i>	2004 2012
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POLICY

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

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 Management Group (SMG). SMG is responsible for implementing the policies procedures and decisions of the Fire Authority and carry out a variety of professional advisory roles.

The SMG has two Executive Officers:-

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

This 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 which saw the Executive Team reduced the team to 3 members.

The Executive Team has been further reduced in August 2015 to two officers 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 SMG are:-

- Director of Strategy and Performance
- Third Officer Operational Preparedness (Area Manager Continuous Cover)
- Director of Legal, Procurement and Democratic Services
- Director of People & Organisational Development
- Third Officer Operational Response (Area Manager Continuous Cover)
- Area Manager Community Risk Management (Flexible Duty)
- Director of Finance / Treasurer
- Area Manager Strategic Change and Resources (Flexible Duty)

Officers' Remuneration*

The current Chief Fire Officer was appointed in September 2011. His salary was established at £170,000 at that time. The Deputy Chief Fire Officer is paid at 85% of the Chief Fire officer salary.

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

Director/Third Officer/Area Manager salaries range from £62k-£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 1, with a salary of £15,014 pa.

The lowest paid operational role is Firefighter (Development) £22,237 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 = 11.32 (Last year this was 11.71)

Highest paid Manager/Lowest paid operational staff = 7.64 (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 12.1%, the national average for the UK is 18.1%.

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

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

Uniformed firefighters including the Chief Fire Officer (CFO), Deputy Chief Fire Officer (DCFO) 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. Firefighters contribute 14.2% of their salaries and more senior managers contribute at higher levels up to 17% of salary.

Since 2006 there has been an Employer's contribution to the FPS which is currently 26.5% and 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.

Senior managers contribute up to 12.5% of their salary and the Employer's contribution to the LGPS is currently 13.6% (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 Management Group (SMG) 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 SMG 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.

POLICY

Policy