



## Human Resources

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## **Roles, Responsibilities and Review**

The **Chief Fire Officer** is responsible for ensuring this Order is implemented across the Brigade.

The **ACFO** will be responsible for the day to day operation of the Order.

The **ACFO** will review this Order when new legislation arises or as and when organisational needs require.

# Brigade Order: Human Resources

## Senior Officers' Pay Policy Statement

### Purpose

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This Order is for the purpose of public information and to meet the Fire Authority's obligation under The Localism Act 2011.

### Strategic aims

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This Order supports:

- **Strategic Aim 4** – “To deliver a fire and rescue service which provides value for money for our community now and into the future”

### Introduction

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Shropshire and Wrekin Fire Authority publishes the pay details of all senior officers with a pro rata salary of more than £50,000 in its annual Statement of Accounts. This Pay Policy document brings the information on remuneration into a single document for public information and to meet the obligations of The Localism Act 2011. Links to other more detailed documents are provided.

Rather than be limited to legal requirements this document seeks to bring additional clarity to local people on what the senior officers do and the level of reward for their work.

### Definitions

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The strict definition of Chief Officers within the legislation is limited to:

- The Head of Paid Service
- The Monitoring Officer
- The statutory Chief Officer and non-statutory Chief Officer under section 2 of the Local Government and Housing Act 1989
- A Deputy Chief Officer mentioned in section 2 of that Act.

However, as the Fire Authority employs senior staff, known as Brigade Managers, to run the Fire and Rescue Service, this pay policy covers all Brigade Managers in addition to the officers listed above.

The Fire Authority employs two tiers of senior management, the most senior being Brigade Managers, of which there are three. As well as performing organisational management functions, these officers provide the most senior operational command for the Service. All three officers are employed on the terms defined by the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Service (known as the Gold Book).

The second management tier undertakes the functional management of the Service and again includes a mixture of roles and associated terms and conditions and remuneration, with staff being conditioned to one of two types of terms and conditions of service. These are The National Joint Council for Local Government Services (known as the Green Book) and the National Joint Council for Local Authority Fire and Rescue Services (known as the Grey Book).

## **Statutory management functions**

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The Authority has, over a number of years, outsourced many of its support services and thus two of the statutory officer functions are bought in on a contractor basis through Service Level Agreements. The individuals, who fulfil these roles for the Fire Authority are not employed by the Authority and, therefore, their pay policy is not covered here but may be found in the policy of their employers. The roles concerned are:

- **The Authority Treasurer**  
This post is filled by the Interim Executive Director of Resources at Shropshire Council
- **The Monitoring Officer**  
This post is filled by the Associate Director: Policy and Governance at Telford & Wrekin Council

## **Brigade Manager roles**

The following officers, known as Brigade Managers, are covered within this pay policy statement:

- **Chief Fire Officer** in accordance with the requirements of the Localism Act 2011
- **Deputy Chief Fire Officer** and
- **Assistant Chief Fire Officer**

The job descriptions for each of the above roles are available via the links shown below:

Chief Fire Officer  
[insert link](#)

Deputy Chief Fire Officer  
[insert link](#)

Assistant Chief Fire Officer  
[insert link](#)

*Following a restructure of the Executive Team in 2020, Shropshire Fire and Rescue Service currently employ one Chief Fire Officer and two Assistant Chief Fire Officers. The Deputy Chief Fire Officer role was replaced with a second Assistant Chief Fire Officer.*

## **Brigade Manager roles**

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### **Brigade Manager pay determination**

The pay process for Brigade Managers consists of a two-track approach, in accordance with the guidance issued under the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Service (Gold Book) fifth edition published in 2006, which stated:

“The NJC will publish annually recommended minimum levels of salary applicable to chief fire officers/chief executives employed by local authority fire and rescue authorities.

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 and Rescue Authority, who will annually review these salary levels.”

At its meeting on 28 April 2010, the Fire Authority determined new minimum differentials for Brigade Managers in Shropshire Fire and Rescue Service. These were in line with the national NJC pay differentials, and are as follows:

- CFO salary to be 22.5 % more than DCFO
- DCFO salary to be 7.5 % more than then ACFO
- ACFO salary to be 35% more than Area Manager (Competent B) – this is 12.5% above basic salary plus the flexi duty supplement.

Area Manager (Competent B) is defined by the National Joint Council for Local Authority Fire and Rescue Services (known as the Grey Book).

### **Brigade Managers’ Employment Panel (the Panel)**

The Panel has delegated authority to consider and decide upon all issues associated with pay and conditions of Brigade Managers. Any decision made by the Panel is reported to the full Fire Authority.

The Panel has a membership of six, a quorum of three and its terms of reference include:

“To meet as and when required to review the pay and conditions of service of Brigade Managers in accordance with the process agreed by the Fire Authority at its meeting on 3 July 2009, as may be amended by the Fire Authority from time to time, and, having carried out a review, to make decisions relating to the pay and conditions of service of Brigade Managers.”

At its meeting on 3 July 2009, the Fire Authority agreed a process developed by Advisory, Conciliation and Arbitration Service (ACAS) for the second part of the ‘two-track’ approach to the review of Brigade Manager remuneration locally.

The objective of the pay review and pay research process is to provide information that enables the Authority to:

- Maintain a competitive pay and benefit position relative to the market in order to recruit and retain the right calibre of staff;
- Determine levels of pay for individual jobs, pay ranges or scales; and
- Provide information on adjustments required to general or individual pay levels.

A flow chart for the process agreed, full details of which can be accessed via the following link is set out in Brigade Managers Pay Panel, at Appendix C:

<http://www.shropshirefire.gov.uk/brigade-managers-pay-panel-process>

## **Recruitment and Remuneration of Brigade Managers**

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### **Recruitment of Brigade Managers**

Brigade Managers are selected through open competition, with the full participation of the Brigade Managers Employment Panel and selection is based upon merit.

### **Salary determination for new posts**

Under the requirements of the Localism Act 2011 new posts at Brigade Manager level and the respective remuneration, where it exceeds £100,000 per annum, will be subject to approval by the full Authority prior to advertisement.

### **Benefit in kind**

Under the old lease car scheme Brigade Managers and Officers were entitled to a leased vehicle allowance. With the introduction of the new scheme, Officers are now provided with a service vehicle, currently a Volvo XC60. The user may choose to make private use of the vehicle subject to the payment of appropriate taxes.

### **Fees and allowances**

There are no fees or allowances payable to Brigade Managers.

### **Bonuses**

There is no bonus scheme in operation for any role across the Service.

### **Expenses**

Brigade Managers are able to reclaim a restricted range of legitimate and evidenced expenses. Wherever possible the Service will centrally procure travel and accommodation, e.g. rail tickets and hotels, to gain best value and reduce the level of individual claims by officers.

The Brigade Managers do not hold an expense account or corporate credit cards.

## **Subscriptions**

The Fire Authority pays an annual membership fee for each Brigade Manager for the National Fire Chiefs Council (NFCC).

## **Performance review**

The Brigade Managers are expected to deliver their specified objectives, and each has an annual performance review. The Chief Fire Officer's performance review is undertaken by the Chair and Vice Chair of the Authority.

## **Performance related pay**

There is no performance related pay scheme in operation for any role across the Service.

## **Enhancement at termination**

In cases of redundancy, payment is calculated based on actual weeks' pay in accordance with the Redundancy and Organisational Change Brigade Order. There are no other entitlements to any enhancements at termination.

## **Retirement and re-employment**

This issue was considered by the Fire Authority's Human Resources Committee on 6 September 2007 and it was recommended to, and subsequently agreed by, the full Authority on 17 October 2007, that it adopt a policy of no re-employment of operational employees following retirement, except where such former employees participate in the Service's usual recruitment process. Should this scenario occur, then pension abatement rules would be applied, as appropriate, and the Authority would be consulted, where necessary.

## **Remuneration details and pay multiples**

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Full remuneration details of all those senior officers employed by the Service with a pro rata salary of over £50,000 can be found in the annual Statement of Accounts published on the Service's website.

Pay multiples for Brigade Managers compared with the lowest paid staff in our Fire and Rescue Service are set out in Table 1 below.

## **Definition of 'Lowest Paid' staff**

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The Fire Authority has two definitions of lowest paid staff, depending upon whether there is an operational requirement as part of the role.

For **operational** staff conditioned to the Grey Book, the lowest applicable rate of pay is that of a Trainee Firefighter, who earns £ 23,833

For **non-operational** staff conditioned to the Green Book, the lowest applicable pay is that of a Grade 3 employee, who earns £20,092.

These definitions are arrived at by virtue of the fact that they are the posts attracting the lowest salaries, as defined under the salary structure applicable to their terms and conditions of service.

## **Policy on pay multiples**

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The Localism Act 2011 requires that the Authority specifies its policy on maintaining or reaching a specific pay multiple within their broader policy. As set out above, the Fire Authority agreed in 2007 and amended in 2010 that the minimum pay differentials be defined as:

- CFO salary to be 22.5 % more than DCFO
- DCFO salary to be 7.5 %more than ACFO
- ACFO salary to be 41 % more than Area Manager (Competent B)

Area Manager (Competent B) is defined by the National Joint Council for Local Authority Fire and Rescue Services (known as the Grey Book).

This, by default, leads to the following **minimum** pay multiples for the Chief Fire Officer, as set out at the Appendix.

- Between the CFO and lowest paid operational employee (Trainee Firefighter) the multiple is 5.32
- Between the CFO and the mean average earnings the multiple is 3.70

In addition, the **maximum** multiples have been defined by the Fire Authority as:

- Between the CFO and lowest paid operational employee (Trainee Firefighter) the multiple is 6
- Between the CFO and the mean average earnings the multiple is 4.5

## **Review**

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This statement will be reviewed annually by the full Fire Authority following the application of the national Gold, Green and Grey Book pay award decisions each year.

## **Publication**

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This statement will be published on the Service's website as Brigade Order Human Resources Pay Policy Statement to sit alongside the Brigade Managers Pay Review Process.

## Summary of Annual Remuneration and Multiples for Brigade Manager Roles

Table 1:

Role	Annual salary (£)	Employee pension contribution	Employer pension contribution	Ratio to lowest paid operational salary <sup>1</sup>	Ratio to lowest paid non-operational salary <sup>2</sup>	Ratio to mean average earnings <sup>345</sup>
<b>Chief Fire Officer</b>	126,898	16.50%	37.30%	5.32	6.32	3.73 3.70 3.83
<b>Deputy Chief Fire Officer</b>	103,742	16.00%	37.30%	4.35	5.16	3.05 3.02 3.13
<b>Assistant Chief Fire Officer</b>	96,905	13.50%	28.80%	4.05	4.80	2.84 2.81 2.91
<b>Area Manager (1992 Firefighters Pension Scheme)</b>	72,907	16.00%	37.30%	3.06	3.63	2.14 2.12 2.20
<b>Area Manager (2015 Firefighters Pension Scheme)</b>	71,478	13.50%	28.80%	3.06	3.63	2.14 2.12 2.20

<sup>1</sup> Lowest paid operational salary is based on a Trainee Firefighter at £23,833

<sup>2</sup> Lowest paid non-operational salary is a grade 3 role at £20,092

<sup>3</sup> Mean average earnings across all staff are £33,996

<sup>4</sup> Mean average earnings across all operational staff are £34,334

<sup>5</sup> Mean average earnings across all non-operational staff are £33,168