

## SOUTH WALES FIRE & RESCUE AUTHORITY



### LOCALISM ACT 2011: PAY POLICY STATEMENT 2023/2024

<b>1.</b>	<b>INTRODUCTION</b>	
1.1	South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out the key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.	FA 15.12.14
1.2	In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website.	FA 15.12.14
1.3	The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy, or the other pay policies referred to in Section 16. There are no discretions to make further payments outside of these policies.	FA 15.12.14
<b>2.</b>	<b>SCOPE</b>	
2.1	This policy applies to all South Wales Fire & Rescue Authority employees.	FA 15.12.14
2.2	The Fire & Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups: <ul style="list-style-type: none"><li>• National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service</li><li>• National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service</li><li>• National Joint Council for Local Government</li></ul>	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> <li>• British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range</li> <li>• Royal College of Nursing - NHS Agenda for Change - Pay Rates</li> <li>• Joint Negotiating Committee for Local Authority Craft and Associated Employees</li> <li>• Joint Negotiating Committee (JNC) for Youth and Community Workers</li> </ul>	
2.3	<p>Pay levels are reviewed annually by these committees and any 'cost of living' award is reported to the Fire &amp; Rescue Authority by way of Employers Groups. These are nationally agreed pay awards reached by collective bargaining and binding on Employers and paid as soon as possible to staff. The Fire Authority is informed at the next Fire Authority meeting by Chair's Announcements.</p>	<p>FA 15.12.14</p> <p>FA 12.02.18</p>
2.4	<p>The Fire &amp; Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed 'cost of living' award is approved by the Fire &amp; Rescue Authority and applied to their remuneration rate (Auxiliary Firefighters).</p>	<p>FA 15.12.14</p>
<b>3.</b>	<b>LEGAL CONTEXT</b>	
3.1	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for each financial year. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers; and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton's 2011 'Review of Fair Pay in the Public Sector' introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid.</p>	<p>FA 15.12.14</p>
3.2	<p>The Act as finally passed required the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following: -</p> <ul style="list-style-type: none"> <li>• A Local Authority's policy on the level and elements of remuneration for each Chief Officer.</li> <li>• A Local Authority's policy on the remuneration of its lowest-paid employees (together with its definition of 'lowest-paid employees' and its reasons for adopting that definition)</li> <li>• A Local Authority's policy on the relationship between the remuneration of its Chief Officers and other Officers.</li> <li>• A Local Authority's policy on other specific aspects of Chief Officers' remuneration:</li> </ul>	<p>FA 15.12.14</p>

	remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.	
3.3	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.	FA 15.12.14
3.4	For the purposes of this statement the term 'Chief Officer' is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non-statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, Deputy Chief Officer, Assistant Chief Fire Officers, and Assistant Chief Officers.	FA 15.12.14  FA 12.02.18
3.5	The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.	FA 15.12.14
3.6	In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority's Pay Policy details each of the arrangements that have been resolved.	FA 15.12.14
<b>4.</b>	<b>PRINCIPAL OFFICERS' PAY CONSTRUCT</b>	
4.1	National Joint Council for Brigade Managers of Fire and Rescue Services (Services Constitution and Scheme of Conditions of Service 5 <sup>th</sup> edition 2006) confirms the approach on Principal Officers pay. It states 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 & Rescue Authority, who will annually review these salary levels.	FA 15.12.14
4.2	The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for	FA 12.10.15

	<p>this group, and any award of same is determined on this basis. Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually entitled to any national Joint National Council determined pay rises and this Fire &amp; Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.</p>															
4.3	<p>The Fire &amp; Rescue Authority resolved that the HR &amp; Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire &amp; Rescue Authority for final determination. NJC for Brigade Managers of Fire &amp; Rescue Services (Services Constitution and Scheme of Conditions of Service 5<sup>th</sup> edition 2006) recommends that salary levels are reviewed annually.</p>	<p>FA 15.12.14</p>														
4.4	<p>South Wales Fire &amp; Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:</p> <table border="1" data-bbox="331 936 1182 1406"> <thead> <tr> <th><b>Title</b></th> <th><b>Notional % of CFO salary</b></th> </tr> </thead> <tbody> <tr> <td><i>Chief Fire Officer (CFO)</i></td> <td><i>100%</i></td> </tr> <tr> <td><i>Deputy Chief Fire Officer (DCFO)</i></td> <td><i>80% of CFO</i></td> </tr> <tr> <td><i>Deputy Chief Officer (DCO)</i></td> <td><i>95% of DCFO</i></td> </tr> <tr> <td><i>Assistant Chief Fire Officer (ACFO)</i></td> <td><i>75% of CFO</i></td> </tr> <tr> <td><i>Assistant Chief Officer (ACO)</i></td> <td><i>82.5% of ACFO</i></td> </tr> <tr> <td><i>Treasurer*</i></td> <td><i>70.88% of ACO</i></td> </tr> </tbody> </table> <p>*The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.</p> <p>Note: From time to time the percentage figures may need to be amended to reflect the pay award made to ensure that each roles salary actually receives the pay award. For example: -</p> <p>CFO 1% award – Salary £129,820 p.a. to £131,118 p.a.  DCFO 80% of CFO – Salary £103.856 p.a. to £104,895 p.a.  DCO 95% of DCFO – Salary £98,859 p.a. to £99,650 p.a. (less than 1% pay award £98,859 + 1% = £99,848 p.a.).  Therefore, the award should be adjusted by 0.189% to 95.189% = £99,848 p.a.</p>	<b>Title</b>	<b>Notional % of CFO salary</b>	<i>Chief Fire Officer (CFO)</i>	<i>100%</i>	<i>Deputy Chief Fire Officer (DCFO)</i>	<i>80% of CFO</i>	<i>Deputy Chief Officer (DCO)</i>	<i>95% of DCFO</i>	<i>Assistant Chief Fire Officer (ACFO)</i>	<i>75% of CFO</i>	<i>Assistant Chief Officer (ACO)</i>	<i>82.5% of ACFO</i>	<i>Treasurer*</i>	<i>70.88% of ACO</i>	
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4.5	<p>The Fire &amp; Rescue Authority on 9 July 2018 determined that the non-uniformed DCO, ACO and Treasurer's posts would be single salary points and determined on a</p>	<p>FA 15.12.14 FA</p>														

	percentage basis as set out in point 4.4	09.07.18
4.6	To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible Service.	FA 15.12.14
4.7	Fire & Rescue Authority (Ref number Minute 67, September 2009 resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire & Rescue Authority but holds no directorate responsibility.	FA 15.12.14
4.8	Fire & Rescue Authority (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer.	FA 15.12.14
4.9	Fire & Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and at its meeting 9 July 2018 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14  FA 09.07.18
4.10	Assistant Chief Officer's remuneration is established at 82.5% of the full rate of the Assistant Chief Fire Officer.	FA 15.12.14 FA 09.07.18
4.11	Chief Officer's remuneration on appointment is determined by the full Fire & Rescue Authority. South Wales Fire & Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement.	FA 15.12.14
4.12	Information on the remuneration of Chief officers is published as part of the South Wales Fire & Rescue Service annual end of year Financial Statement.	FA 15.12.14
4.13	In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire & Rescue Authority's commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire & Rescue Authority may identify and agree a local rate and implementation date. The HR & Equalities Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire & Rescue	FA 15.12.14

	Authority. Only the Fire & Rescue Authority may make a final determination in respect of remuneration rates for Chief Officers, including annual cost of living awards.	
4.14	On 27 March 2017 the HR & Equalities Committee received a report detailing the cessation of the joint arrangements for the provision of a joint post of Senior Occupational Health Physician. It was resolved that SWFRS would solely employ the SOHP on a part time basis. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range.	FA 15.12.14  FA 12.02.18
4.15	On 19 July 2021 Fire Authority approved the outcome and implementation of a Job Evaluation exercise for Corporate Staff. Information was gathered and evaluated against 13 job related factors as defined within the National Joint Council for Local Government Services' (NJC) Job Evaluation Scheme. The pay principles adopted included consideration of a number of factors including the pay framework to be implemented as a result of the exercise. This resulted in the lowest spinal point becoming point 5 for Corporate Staff. The effective date of implementation was 1 August 2021.	FA 19.07.21
4.16	On 26 September 2022, the Fire Authority received a report from an external consultant in relation to Principal Officer pay in Wales and more broadly, the UK. The Fire Authority agreed an uplift of 4.5%, effective 1 July 2022. The Fire Authority also agreed that an annual review of Principal Officer pay would be undertaken. The detail and mechanisms for the review are set out in paragraphs 4.1-4.3 above.	
<b>5.</b>	<b>AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT</b>	
5.1	Following a review of the Area Managers' establishment and operational Rota, it was determined that the number of posts would reduce from 6 to 4 from August 2009, with a move to a continuous duty system Rota.	FA 15.12.14
5.2	The remuneration scheme for this group of staff was locally agreed as follows: - AMB salary as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment.	FA 15.12.14
<b>6.</b>	<b>CORPORATE HEADS OF SERVICE (4 POSTS)</b>	
6.1	Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government Services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary.	FA 15.12.14

<b>7.</b>	<b>ALL OTHER STAFF</b>							
7.1	All other staff employed by South Wales Fire & Rescue Authority are encompassed within Wholetime, On-Call, Control, Corporate and Auxiliary Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2.	FA 15.12.14						
7.2	In general, the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire & Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council and are supplemented by the Fire & Rescue Authority's rules, records, Organisational Policy & Procedural documents, and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	FA 15.12.14						
7.3	The 'lowest salary' used by the Fire & Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), Spinal Point 5.	FA 19.07.21						
7.4	An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is 1:6:77.	FA 15.12.14						
<b>8</b>	<b>DELEGATED AUTHORITY LEVELS</b>							
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14						
8.2	Decisions on pay detailed within this policy are delegated as follows: -	FA 15.12.14						
	<table border="1"> <thead> <tr> <th><b>DECISION</b></th> <th><b>DELEGATED AUTHORITY LEVEL</b></th> </tr> </thead> <tbody> <tr> <td><i>Starting pay (above grade minimum) but not including Assistant Chief Officer (and equivalent level)</i></td> <td><i>Assistant Chief Officer People Services (As identified in the Fire &amp; Rescue Authority Standing Orders)</i></td> </tr> <tr> <td><i>Starting Pay Assistant Chief Officer (and equivalent) level and above</i></td> <td><i>Full Authority to agree the senior management organizational structure including grades and salary bands.</i>  <i>Appointment panel to agree and approve actual salary on appointment</i></td> </tr> </tbody> </table>	<b>DECISION</b>	<b>DELEGATED AUTHORITY LEVEL</b>	<i>Starting pay (above grade minimum) but not including Assistant Chief Officer (and equivalent level)</i>	<i>Assistant Chief Officer People Services (As identified in the Fire &amp; Rescue Authority Standing Orders)</i>	<i>Starting Pay Assistant Chief Officer (and equivalent) level and above</i>	<i>Full Authority to agree the senior management organizational structure including grades and salary bands.</i>  <i>Appointment panel to agree and approve actual salary on appointment</i>	
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<i>Starting pay (above grade minimum) but not including Assistant Chief Officer (and equivalent level)</i>	<i>Assistant Chief Officer People Services (As identified in the Fire &amp; Rescue Authority Standing Orders)</i>							
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		<i>within the management structure agreed by full Authority above.</i>	
	<i>Appointment to higher graded job (above grade minimum) up to, but not including Assistant Chief Officer level.</i>	<i>Assistant Chief Officer People Services or delegated to Head of HR.</i>	
	<i>Acting-up payment at Assistant Chief Officer level where total salary package is less than £100k.</i>	<i>Chief Fire Officer</i>	
	<i>Acting up payment for posts where total salary package is more than £100k.</i>	<i>Full Fire &amp; Rescue Authority</i>	
8.3	Human Resources is responsible for overseeing any decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation.		FA 15.12.14
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in the table above.		FA 15.12.14
<b>9.</b>	<b>PAY RELATIVITIES WITHIN THE FIRE &amp; RESCUE AUTHORITY</b>		
9.1	The lowest paid persons employed under a Contract of Employment with the Fire & Rescue Authority are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire & Rescue Authority's grading structure. As at 1 August 2021, this is £21,575 per annum. The Fire & Rescue Authority engages apprentices (and other such trainees) who are not included within the definition of 'lowest paid employees.		FA 15.12.14
9.2	The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers.		FA 15.12.14
9.3	The Authority remunerates substantive personnel above the National Living Wage. The Authority has agreed to join a voluntary scheme to become a Real Living Wage Employer.		FA 20.12.21
<b>10</b>	<b>STARTING SALARY</b>		
10.1	Employees appointed to jobs within the Authority will		FA

	normally be appointed to the minimum point of the pay grade for the job.	15.12.14
10.2	In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in or has been in receipt of a salary at a higher level than the grade minimum.	FA 15.12.14
10.3	An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human resources. if required.	FA 15.12.14
10.4	The business case should incorporate the following: - <ul style="list-style-type: none"> <li>• Preferred candidate's current or most recent salary.</li> <li>• Salary range for job being appointed to, preferred candidate's interview assessment outcome and details of point scores for other interviewees.</li> <li>• Benefits to Service and customers of appointing the preferred candidate.</li> <li>• Potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum.</li> <li>• Confirmation that increased employee costs will be met by the existing Service budget.</li> </ul>	FA 15.12.14
10.5	The Assistant Chief Officer People Services will: - <ul style="list-style-type: none"> <li>• Consider the request presented by the recruiting manager.</li> <li>• Discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay Policy.</li> <li>• Response to the appointment panel.</li> <li>• Complete the relevant payroll authorization so that the recruitment process can be completed</li> </ul>	FA 15.12.14
10.6	The decision of the Assistant Chief Officer People Services is final.	FA 15.12.14
10.7	A resolution of the full Fire & Rescue Authority is required for all organisational re-structures and associated grading and salary.	FA 15.12.14
<b>11.</b>	<b>RE-EMPLOYMENT OF FORMER EMPLOYEES</b>	
11.1	Former employees are able to be re-employed by the Fire & Rescue Authority, but there are several determining factors.	FA 15.12.14

11.2	The Fire & Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise, and knowledge.	FA 15.12.14
11.3	Fire & Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire & Rescue Authority for consideration based on business needs.	FA 15.12.14
11.4	When someone retires or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the taxpayer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e., cessation of work has actually occurred.	FA 15.12.14
11.5	Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same Service area will need to provide a business case for doing so and request authorization from the Fire & Rescue Authority or designated Assistant Chief Officer.	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire & Rescue Services (on Grey Book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.	FA 15.12.14
<b>12.</b>	<b>ACTING-UP TO A HIGHER GRADED JOB</b>	
12.1	Acting up is generally applied to employees on Grey Book terms and conditions. It is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment.	FA 15.12.14
12.2	The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave.	FA 15.12.14
12.3	Employees who undertake the full duties and responsibilities of a higher graded job will receive the	FA 15.12.14

	salary that would apply if they were promoted to the higher graded post.	
12.4	Employees who undertake part of the duties and responsibilities of a higher-grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.	FA 15.12.14
12.5	Where there are only one or two employees who are able to 'act-up' to the higher-grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to carry out the higher graded job. Where there are a large number of employees who may be in a position to 'act-up' to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.	FA 15.12.14
12.6	Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources if required.	FA 15.12.14
12.7	The approving officer will: <ul style="list-style-type: none"> <li>• Consider the request presented by the requesting manager.</li> <li>• Discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay Policy.</li> <li>• Provide a response to the requesting manager, normally within 10 working days.</li> <li>• Complete and notify the Employee Relations Team if a pay variation is to be implemented.</li> </ul>	FA 15.12.14
12.8	Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire & Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire & Rescue Authority and be financed in full.	FA 15.12.14
12.9	Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.	FA 15.12.14
<b>13</b>	<b>HONORARIUM PAYMENTS</b>	
13.1	Whilst the majority of the workforce are contracted to substantive posts, at any given point in time there will be	FA 27.03.23

	<p>some corporate employees who carry out specific duties in a temporary capacity.</p> <p>Where the Service wishes to recognise the significant and additional discretionary efforts of an employee in the above instance, honoraria can be requested to be paid to the employee.</p>	
13.2	<p>Payments are made to recognise the employee undertaking agreed <i>additional</i> work against their existing job description. This could be due to a sudden and critical requirement to complete a time bound project or a task of which the employee willingly gives their time and effort to undertake, whilst continuing to undertake their usual work. This work can also be planned, but it will be expected that other ways to reward for the work is considered first (e.g. the creation of a new temporary project job, which should be assessed against the job evaluation framework).</p>	<p>FA 27.03.23</p>
13.3	<p>If a manager wishes to recognise this effort and believes the work falls within the definition of an honorarium payment, they must prepare a business case outlining the key factors to their Head of Service and the Head of HR explaining the circumstances, length of honorarium payment and the amount they recommend should be paid. This will then be considered by the Heads of Service and a decision will be made as to whether it can be paid.</p>	<p>FA 27.03.23</p>
13.4	<p>The payment structure is set out below:</p> <ul style="list-style-type: none"> <li>a. In the majority of cases this shall be for an additional <b>three</b> spinal points above the individual's substantive point. This will take account of any natural progression through the spinal scale to ensure the honorarium payment maintains its value.</li> <li>b. In exceptional cases, and only with the approval of the respective Director, the honorarium may be increased beyond three spinal points.</li> </ul>	<p>FA 27.03.23</p>
	<p>The duration is as follows:</p> <p>Where an honorarium payment is requested, this shall not normally extend beyond <b>six months</b>. Where it is considered necessary to continue payments beyond six months a review must be undertaken between the Head of Service and their Director to consider whether the payment should continue, or if some other arrangement should be made to cover the duties.</p> <p>Any extension beyond the six-month period <b>must</b> be approved by the Director of People Services prior to commencement and should not normally last for more than a twelve-month period unless there is a specific business reason.</p>	<p>FA 27.03.23</p>

	Only one honorarium can be paid to each employee within a 12-month period.	
13.5	Honorarium payments based on spinal column point differentials will be subject to any cost-of-living increase applied by the Fire & Rescue Authority.	FA 15.12.14
13.6	Honorarium payments may be pensionable, this however will be dependent on the individual's pensions scheme regulations.	FA 15.12.14
13.7	Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR & Equalities Committee for monitoring purposes.	FA 15.12.14
13.8	If the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chair of the Fire & Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.	FA 15.12.14
<b>14</b>	<b>SEVERANCE</b>	
14.1	On ceasing to be employed by the Fire & Rescue Authority, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire & Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and severance must be reported to the Fire & Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	FA 15.12.14
14.3	Regulation 30(6) 'Flexible Retirement' – Local Government Pension Scheme Discretion. This discretion will be applied subject to the Chief Fire Officer and Assistant Chief Officer People Services agreeing to the application after taking into account the costs and benefits to the organization. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.	FA 14.03.15
14.4	The Fire & Rescue Authority / HR & Equalities Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer People Service's decisions.	FA 14.03.15
<b>15</b>	<b>UNIFORMED FIRE &amp; RESCUE SERVICES</b>	
15.1	All Fire & Rescue Service employees up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire & Rescue Services,	FA 15.12.14

	Scheme of Conditions of Service. These are nationally agreed terms and conditions (the 'Grey' Book).	
15.2	<p>Under the National Joint Council for Brigade Managers of Fire &amp; Rescue Services, Constitution and Scheme of Conditions of Service (the 'Gold' Book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below:</p> <ul style="list-style-type: none"> <li>• The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data.</li> <li>• The relationship of current salary to the national benchmark.</li> <li>• Any substantial local factors not common to Fire and Rescue Authorities of similar type and size.</li> <li>• Comparative information on salaries in other similar authorities.</li> <li>• Top management structures and size of management team compared to those of other Fire and Rescue Authorities of similar type and size.</li> <li>• The relative job size of each post and</li> <li>• Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond.</li> </ul>	FA 15.12.14
15.3	Other Fire & Rescue Service managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place.	FA 15.12.14
15.4	For a review the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR & Equalities Committee before being submitted to the full Fire & Rescue Authority for final determination.	FA 15.12.14
<b>16</b>	<b>OTHER PAY RELATED POLICIES</b>	
16.1	<p>Other pay related policy areas that are applicable to all employees are: -</p> <ul style="list-style-type: none"> <li>• Business Travel and Expenses</li> <li>• Relocation expenses</li> <li>• Handling redundancy</li> <li>• Early retirement – including redundancy, flexible retirement, and efficiency of service</li> <li>• Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007, and the Firefighters' Pension Scheme (Wales) 2015, RDS Modified Scheme, Firefighter Compensation Scheme</li> </ul>	FA 14.03.16

<b>17</b>	<b>OTHER TERMS AND CONDITIONS</b>	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increased in/enhancements of pension entitlements and termination payments (Ref Section 4 Principal Officers Pay Construct),	FA 15.12.14
17.2	South Wales Fire & Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Service lease vehicle scheme.	FA 15.12.14
17.3	Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost.	FA 15.12.14
17.4	<p>The Fire &amp; Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of the delivery of Fire &amp; Rescue Service workforce planning. The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire &amp; Rescue Service identifies, assesses, and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p>	FA 14.03.16
<b>18</b>	<b>MONITORING AND REVIEW</b>	
18.1	The Assistant Chief Officer People Services will review the application of this policy on an annual basis.	FA 15.12.14
18.2	The Pay Policy will then be presented to the HR & Equalities Committee for review before being submitted to the full Fire & Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any changes or deviation from this policy outside of such a review requires full Fire & Rescue Authority approval.	FA 15.12.14
<b>19</b>	<b>SALARY SCALES</b>	
19.1	South Wales Fire & Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14 FA 12.02.18

19.2	National Joint Council for Local Authorities Fire & Rescue Services, salary matrix – Appendix 2	FA 15.12.14 FA 12.02.18
19.3	South Wales Fire & Rescue Service, On-Call Duty System Payment Structure – Appendix 3.	FA 15.12.15 FA 12.02.18
19.4	National Joint Council for Local Government Service, salary matrix – Appendix 4	FA 15.12.14 FA 12.02.18
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14 FA 12.02.18
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.09.15 FA 12.02.18

**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS  
AND HEADS OF SERVICE, SALARY MATRIX FROM 1 JULY 2022**

	<b>FT Salary</b>	<b>Actual Salary</b>
<b>DIRECTORS</b>		
Chief Fire Officer	£146,123	£146,123
Deputy Chief Fire Officer (80% CFO)	£116,899	£116,899
Deputy Chief Officer (95% - DCFO)	£111,054	-
Assistant Chief Fire Officer - Technical Services (75.15% CFO)	£109,811	£109,811
Assistant Chief Fire Officer- Service Delivery (75.15% CFO)	£109,811	£109,811
Assistant Chief Officer - People Services (82.5% -ACFO)	£90,594	£90,594
Assistant Chief Officer – Corporate Services (82.5% - ACFO)	£90,594	£90,594
<b>STATUTORY OFFICER</b>		
Treasurer (70.88% -ACO)	£64,218	£29,142
<ul style="list-style-type: none"> <li>The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.</li> </ul>		
<b>HEADS OF SERVICE</b>		
Head of Service - Finance (63.634% -ACO)	£57,650	£57,650
Head of Service - Corporate (63.634% - ACO)	£57,650	£57,650
Head of Service - HR (63.634% -ACO)	£57,650	£57,650
Head of Service - ICT (63.634% -ACO)	£57,650	£57,650
Area Manager - Operations *	£90,266	£90,266
Area Manager - Head of Operational Risk Management *	£90,266	£88,052
Area Manager - Head of Risk Reduction *	£90,266	£88,052
Area Manager - Training & Development *	£90,266	£88,052
* <i>Area Manager B - Baseline</i>	<i>£65,984</i>	
<i>Salary</i>	<i>£13,197</i>	
<i>20% flexi duty allowance 14%</i>	<i>£11,085</i>	
<i>continuous duty system pay</i>	<i>£787</i>	
<i>CPD</i>		
*Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2021		
<b>MEDICAL</b>		
Occupational Health Physician 50%	£107,646	£53,823
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment) last increased with effective from 1 April 2019		

## APPENDIX A

## FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2022

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	25,884	11.82	17.73
Development	26,962	12.31	18.47
Competent	34,501	15.75	23.63
<b>Crew Manager</b>			
Development	36,668	16.74	25.11
Competent	38,249	17.47	26.21
<b>Watch Manager</b>			
Development	39,077	17.84	26.76
Competent A	40,162	18.34	27.51
Competent B	42,772	19.53	29.30
<b>Station Manager</b>			
Development	44,488	20.31	30.47
Competent A	45,825	20.92	31.38
Competent B	49,071	22.41	33.62
<b>Group Manager</b>			
Development	51,239	23.40	Not Applicable
Competent A	52,776	24.10	“
Competent B	56,802	25.94	“
<b>Area Manager</b>			
Development	60,155	27.47	Not Applicable
Competent A	61,958	28.29	“
Competent B	65,984	30.13	“

## APPENDIX A

## FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2023

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	27,178	12.41	18.62
Development	28,310	12.93	19.40
Competent	36,226	16.54	24.81
<b>Crew Manager</b>			
Development	38,501	17.58	26.37
Competent	40,161	18.34	27.51
<b>Watch Manager</b>			
Development	41,031	18.74	28.11
Competent A	42,170	19.26	28.89
Competent B	44,911	20.51	30.77
<b>Station Manager</b>			
Development	46,712	21.33	32.00
Competent A	48,116	21.97	32.96
Competent B	51,525	23.53	35.30
<b>Group Manager</b>			
Development	53,801	24.57	Not Applicable
Competent A	55,415	25.30	“
Competent B	59,642	27.23	“
<b>Area Manager</b>			
Development	63,163	28.84	Not Applicable
Competent A	65,056	29.71	“
Competent B	69,283	31.64	“

**APPENDIX B**

**CONTROL SPECIFIC ROLES – PAY RATES FROM 1 JULY 2022**

\*(95% of the respective firefighting role basic annual salary as set out in Appendix A)

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter (Control)</b>			
Trainee	24,590	11.23	16.85
Development	25,614	11.70	17.55
Competent	32,776	14.97	22.46
<b>Crew Manager (Control)</b>			
Development	34,835	15.91	23.87
Competent	36,337	16.59	24.89
<b>Watch Manager (Control)</b>			
Development	37,123	16.95	25.43
Competent A	38,154	17.42	26.13
Competent B	40,633	18.55	27.83
<b>Station Manager (Control)</b>			
Development	42,264	19.30	28.95
Competent A	43,534	19.88	29.82
Competent B	46,617	21.29	31.94
<b>Group Manager (Control)</b>			
Development	48,677	22.23	Not applicable
Competent A	50,137	22.89	“
Competent B	53,962	24.64	“

## APPENDIX B

### CONTROL SPECIFIC ROLES – PAY RATES FROM 1 JULY 2023

\*(95% of the respective firefighting role basic annual salary as set out In Appendix A)

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	25,189	11.79	17.69
Development	26,895	12.28	18.42
Competent	34,415	15.71	23.57
<b>Crew Manager (Control)</b>			
Development	36,576	16.70	25.05
Competent	38,153	17.42	26.13
<b>Watch Manager (Control)</b>			
Development	38,979	17.80	26.70
Competent A	40,062	18.29	27.44
Competent B	42,665	19.48	29.22
<b>Station Manager (Control)</b>			
Development	44,376	20.26	30.39
Competent A	45,710	20.87	31.31
Competent B	48,949	22.35	33.53
<b>Group Manager (Control)</b>			
Development	51,111	23.34	Not applicable
Competent A	52,644	24.04	“
Competent B	56,660	25.87	“



Paid a Month				52.5	52.5	52.5	52.5	52.5	52.5	52.5
Total Salary	£7,756.88	£8,078.44	£10,335.94	£13,182.75	£13,757.63	£14,049.00	£14,442.75	£15,379.88	£15,994.13	£16,474.50

63 Hours	Trainee	Development	Competent	Development	Competent	Development	Competent A	Competent B	Development	Competent A
Hourly Rate	£11.82	£12.31	£15.75	£16.74	£17.47	£17.84	£18.34	£19.53	£20.31	£20.92
Active Hours	37.5	37.5	37.5	37.5 + 7.5 hrs Admin						
Paid a Month				45	45	45	45	45	45	45
Total Salary	£6,648.75	£6,924.38	£8,859.38	£11,299.50	£11,792.25	£12,042.00	£12,379.50	£13,182.75	£13,709.25	£14,121.00

52.5 Hours	Trainee	Development	Competent	Development	Competent	Development	Competent A	Competent B	Development	Competent A
Hourly Rate	£11.82	£12.31	£15.75	£16.74	£17.47	£17.84	£18.34	£19.53	£20.31	£20.92
Active Hours	31.25	31.25	31.25	31.25+6.25 hrs Admin						
Paid a Month				37.5	37.5	37.5	37.5	37.5	37.5	37.5
Total Salary	£5,540.63	£5,770.32	£7,382.82	£9,416.25	£9,826.88	£10,035.00	£10,316.25	£10,985.63	£11,424.38	£11,767.50

42 Hours	Trainee	Development	Competent	Development	Competent	Development	Competent A	Competent B	Development	Competent A
Hourly Rate	£11.82	£12.31	£15.75	£16.74	£17.47	£17.84	£18.34	£19.53	£20.31	£20.92
Active Hours	25	25	25	25+5 hrs Admin						
Paid a Month				30	30	30	30	30	30	30
Total Salary	£4,432.50	£4,616.25	£5,906.25	£7,533.00	£7,861.50	£8,028.00	£8,253.00	£8,788.50	£9,139.50	£9,414.00

31.5 Hours	Trainee	Development	Competent	Development	Competent	Development	Competent A	Competent B	Development	Competent A
Hourly Rate	£11.82	£12.31	£15.75	£16.74	£17.47	£17.84	£18.34	£19.53	£20.31	£20.92
Active Hours	18.75	18.75	18.75	18.75+3.75 hrs Admin						
Paid a Month				22.5	22.5	22.5	22.5	22.5	22.5	22.5
Total Salary	£3,324.38	£3,462.19	£4,429.69	£5,649.75	£5,896.13	£6,021.00	£6,189.75	£6,591.38	£6,854.63	£7,060.50

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**South Wales Fire & Rescue Service  
Corporate Staff Salary Scales Effective from 01 April 2022**

<b>Grade</b>	<b>Spinal Point</b>	<b>Salary</b>
<b>4</b>	<b>5</b>	<b>£21,575</b>
	<b>6</b>	<b>£21,968</b>
<b>5</b>	<b>7</b>	<b>£22,369</b>
	<b>8</b>	<b>£22,777</b>
<b>6</b>	<b>10</b>	<b>£23,620</b>
	<b>11</b>	<b>£24,054</b>
	<b>12</b>	<b>£24,496</b>
<b>7</b>	<b>15</b>	<b>£25,878</b>
	<b>16</b>	<b>£26,357</b>
	<b>17</b>	<b>£26,845</b>
<b>8</b>	<b>20</b>	<b>£28,371</b>
	<b>21</b>	<b>£28,900</b>
	<b>22</b>	<b>£29,439</b>
<b>9</b>	<b>23</b>	<b>£30,151</b>
	<b>24</b>	<b>£31,099</b>
	<b>25</b>	<b>£32,020</b>
<b>10</b>	<b>26</b>	<b>£32,909</b>
	<b>27</b>	<b>£33,820</b>
<b>11</b>	<b>28</b>	<b>£34,723</b>
	<b>29</b>	<b>£35,411</b>
<b>12</b>	<b>30</b>	<b>£36,298</b>
	<b>31</b>	<b>£37,261</b>
<b>13</b>	<b>32</b>	<b>£38,296</b>
	<b>33</b>	<b>£39,493</b>
<b>14</b>	<b>34</b>	<b>£40,478</b>
	<b>35</b>	<b>£41,496</b>
<b>15</b>	<b>36</b>	<b>£42,503</b>
	<b>37</b>	<b>£43,516</b>
<b>16</b>	<b>38</b>	<b>£44,539</b>
	<b>39</b>	<b>£45,495</b>
<b>17</b>	<b>40</b>	<b>£46,549</b>
	<b>41</b>	<b>£47,573</b>
<b>18</b>	<b>42</b>	<b>£48,587</b>
	<b>43</b>	<b>£49,590</b>

## Extract

**Joint Negotiating Committee for Local Authority Craft &  
Associated Employees**

**CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including 1 **April 2021** are as follows:

**Apprentice Engineers & Electricians**

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including 1 **April 2021** are as follows (percentage of full-time rate is denoted in brackets).

<b>Age at Entry</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>
	<b>1 April 2021</b>	<b>1 April 2021</b>	<b>1 April 2021</b>	<b>1 April 2021</b>
<b>16 Years</b>	£207.27 (55%)	£263.80 (70%)	£339.17 (90%)	£358.01 (95%)
<b>17 Years</b>	£207.27 (55%)	£301.48 (80%)	£339.17 (90%)	£358.01 (95%)
<b>18 Years+</b>	£301.48 (80%)	£320.32 (85%)	£339.17 (90%)	£358.01 (95%)

**SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS**

From 1 April 2022 Auxiliary Firefighter will be linked to Green Book terms and conditions and as such pay will be made up of the following components:

**Pay award 1 April 2022 4.04%**

- £1,068.99 per year retainer (paid in quarterly instalments of £267.24) for the availability of previous 3 months
- £1,068.99 per year for training attendance (paid in quarterly instalments of £267.24) for the attendance and compliance with training requirements
- £267.24 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,137.98 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,405.22 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,336.23 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a "Resilience Contract". The salary will be between £2,137.98 and £3,206.88 depending on skill sets.

Upon deployment Auxiliary firefighters will be paid £70 per hour (inclusive of holiday pay calculation). Existing operational personnel will see their normal pay rate and other Terms & Conditions (including normal hours worked) suspended and all will be paid £70 per hour, irrespective of the position they are deployed to.

**SOUTH WALES FIRE & RESCUE AUTHORITY  
AUXILIARY CONTROL OPERATORS**

Auxiliary Control Operators will be paid at 95% of the ARFF rate above, in line with the main pay agreement for Control Operators. Therefore, their deployment rate will be £66.50 per hour (inclusive of holiday pay calculation). The annual amount paid for attendance at training days will be £1,015.54. There will be no entitlement to Retainer Payment as they will be on a short-term contract.