

# Mid and West Wales Fire Authority



## Pay Policy Statement 2021/22

# MID AND WEST WALES FIRE AUTHORITY

## PAY POLICY STATEMENT - 2021/22

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## **Chair's Introduction**

As a Fire and Rescue Authority, we are publicly accountable for your Fire and Rescue Service, setting its budget and priorities. In undertaking our roles, we recognise the public interest in public sector pay and aim to make information relating to the framework for decision making on pay and, in particular, decision making on senior pay as accessible as possible.

Over recent years we have become accustomed to working within tight budget constraints, delivering more for less. However, we know that over the coming years we will likely face unprecedented financial challenges as a result of the Coronavirus Pandemic. Consequently, we need to explore new, innovative ways of delivering our services, while ensuring we keep the safety and wellbeing of our communities at the heart of everything we do.

Achieving this vision will only be possible by employing the right people. This pay policy statement ensures we can attract, retain and motivate the highest performing employees, who are representative of our area and committed to delivering the highest standards of service to the communities we serve.

As a Fire and Rescue Authority we are committed to taking an open, transparent and equal approach to pay, the full details of which are set out within this pay policy statement. We want to ensure that we continue to provide value for money, spending the tax-payers' pound wisely and where it will make the most difference.

Councillor Jan Curtice  
Chair, Mid and West Wales Fire and Rescue Authority

## **1.0 Introduction and Purpose**

- 1.1 Since 2012, Unitary Authorities and Fire and Rescue Authorities in Wales have been required to publish an annual Pay Policy Statement.
- 1.2 This Pay Policy Statement (this Statement) is prepared in accordance with Section 38(1) of the Localism Act 2011. It also takes account of the revised guidance relating to Pay Policy Statements issued by the Welsh Government, on Pay Accountability in Local Government in Wales. This requires the Authority to produce and publish a Pay Policy Statement for each financial year setting out:
  - i. The Fire Authority's policies towards all aspects and elements of the remuneration of its chief officers;
  - ii. The approach to the publication of, and access to, information relating to all aspects of the remuneration of its chief officers;
  - iii. The Fire Authority's policies towards the remuneration of its lowest paid employees (including the definition adopted and reason for it);
  - iv. The relationship between the remuneration of the Fire Authority's chief officers and other employees.
- 1.3 The purpose of this Statement is to provide transparency with regard to the Fire Authority's approach to setting the pay of its employees by identifying the methods by which salaries are determined.
- 1.4 This Statement is effective from 1 April 2021 and covers the period 1 April 2021 to 31 March 2022.

## **2.0 Legislative Framework**

- 2.1 In determining the remuneration of all its employees, the Fire Authority will comply with all relevant employment legislation. This includes the Employment Rights Act 1996, Equality Act 2010, Part-Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010, and where relevant the Transfer of Undertakings (Protection of Employment) Regulations.
- 2.2 With regards to equal pay requirements contained within the Equality Act, the Authority aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified.
- 2.3 The Fire Authority is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered.
- 2.4 Under Section 39 of the Localism Act, the Pay Policy Statement must be approved by a resolution of the Authority before it comes into force and be approved before 31 March immediately preceding the financial year to which it applies.

### **3.0 Scope**

- 3.1 The Localism Act 2011 requires fire and rescue authorities to develop and make public their pay policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the 'lowest paid' in the Authority, explaining their policy on the relationship between remuneration for Chief Officers and other groups.
- 3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Authority's autonomy in making decisions on pay that are appropriate to local circumstances and which are considered to deliver value for money for local tax payers.
- 3.3 This Statement applies to all employees of Mid and West Wales Fire Authority.

### **4.0 Terms and Conditions**

- 4.1 The Fire Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:
  - National Joint Council for Brigade Managers of Fire and Rescue Services; Constitution and Scheme of Conditions of Service (Gold Book);
  - National Joint Council for Local Authorities' Fire and Rescue Services; Scheme of Conditions of Service (Grey Book);
  - Joint Negotiating Committee for Chief Officers of Local Authorities; Constitution, Conditions of Service, Salaries (Blue Book);
  - National Joint Council for Local Government Services; National Agreement on Pay and Conditions of Service (Green Book);
- 4.2 Pay levels are reviewed annually by these collective bargaining arrangements and any 'cost of living' award associated with contractual conditions is implemented upon receipt of notification from the National Joint Council.
- 4.3 The Fire Authority will consider any contractual 'cost of living' award for its Chief Officers in the context of similar decisions on lower paid employees.

### **5.0 Pay Structures**

- 5.1 The Fire Authority bases its local pay and grading structure on a combination of nationally agreed conditions of service and locally negotiated agreements for the categories of employee outlined in Section 4 (see appendices).
- 5.2 The appropriate level of remuneration for Chief Officers is facilitated at local level by way of triennial pay reviews undertaken by independent Pay

and Reward Analysts. These benchmark existing salary levels against relevant comparators in other fire and rescue services, and the wider market conditions relevant to each job size to provide clear and transparent justification for salary levels. See Appendix 1.

- 5.3 The Fire Authority will determine whether or not to implement any recommendations of the triennial pay review.
- 5.4 The appropriate level of remuneration for non-Chief Officers conditioned to the Grey Book is facilitated Nationally by way of Negotiated Pay Scales. See Appendices 2, 3 and 4.
- 5.5 In determining its grading structure and setting remuneration levels for Green Book employees, the Service applies a job evaluation methodology and currently uses the Greater London Provincial Council (GLPC) Scheme for evaluating all Green Book roles up to and including Grade 15. This is a recognised scheme within local government and was developed in conjunction with Trade Unions. Roles weighted above Grade 15 are subject to independent job evaluation by external consultants taking cognisance of wider market forces. See Appendix 5.
- 5.6 There are 8 Senior Officer posts with a total remuneration package (including pension contributions) of more than £100,000.

## **6.0 Market and Job Sizing Supplements**

- 6.1 The use of job evaluation enables the Authority to set appropriate remuneration levels based on internal job size relatives within the Authority. However, from time to time, it may be necessary to take into account the growth within a role compared to the external pay market in order to attract, retain and fairly reward employees with the necessary specific experience, skills and capacity where required.
- 6.2 The Authority has a Market and Job Sizing Supplement Scheme to ensure that the requirement for any market or job sizing supplements are objectively justified as set out in Appendix 6.

## **7.0 Honoraria**

- 7.1 An officer who performs duties outside the scope of his or her post over an extended period may be granted a one-off additional payment of an amount dependent upon the circumstances of each case. Examples include:
  - Where an employee temporarily carries out significant additional work over and above their usual responsibilities;
  - Where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale

- 7.2 A determination relating to proposed honoraria for Chief Officers will be considered by the Chief Officer's Remuneration Committee, and any recommendation referred to the Fire Authority for decision.
- 7.3 Decisions relating to all other officers will be considered by the appropriate Service Director or Head of Department in consultation with the Head of Human Resources.

## **8.0 Re-employment**

- 8.1. Former employees are able to be re-employed by the Fire Authority upon certain criteria being satisfied.
- 8.2 Employees who may be re-engaged following voluntary retirement, in accordance with the Authority's Policy on the Re-employment of Retired Firefighters, will have their pension payments abated for the duration of re-employment. This will not normally exceed a one year fixed term contract to retain specialist skills or knowledge unless there are exceptional circumstances.
- 8.3 Employees released on voluntary or compulsory redundancy, or under the Authority's Severance Scheme will not be re-employed as either an employee or agency worker/contractor in the same or similar job role or service area to the one in which they were employed at the time of leaving.
- 8.4 When a Local Government Pension Scheme or Fire and Rescue Services (on Grey Book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceed final salary in the original employment when adjusted for inflation, the pension will be abated.

## **9.0 Definition of Chief Officer and Pay Levels**

- 9.1 For the purpose of this Pay Policy Statement, Chief Officers are as defined within Section 43 of the Localism Act and are as follows:
- i. Chief Fire Officer (Head of Paid Service)
  - ii. Deputy Chief Fire Officer
  - iii. Assistant Chief Fire Officer
  - iv. Assistant Chief Officer
  - v. Monitoring Officer
- 9.2 The Authority's policy for the remuneration of Chief Officers (with the exception of the Monitoring Officer) is aligned to the two-track approach for determining levels of pay for Brigade Manager roles as prescribed by the NJC for Brigade Managers of Fire and Rescue Services. Brigade

Manager pay is reviewed annually at national level, and by the Fire Authority and provides the minimum salary for Chief Fire Officers.

- 9.3 Chief Officer remuneration is made up of a single point market-related consolidated base pay element for each individual role. Pay levels are set out in Appendix 1.
- 9.4 Remuneration of Chief Officers on appointment will be determined by the full Fire Authority and in accordance with the Authority's pay structure and relevant policies in place at the point of recruitment. Other than those specifically referred to, the Authority does not pay any bonuses.
- 9.5 Where the Authority remains unable to recruit Chief Officers under a contract of employment or there is a need for interim support to cover for a vacant substantive Chief Officer post, the Authority will, where necessary, consider temporary internal promotion or acting up arrangements in line with the Authority's policies.

## **10.0 Additions to Salary of Chief Officers**

- 10.1 In addition to the values set out in Appendix 1, total remuneration for Chief Officers will also include:
- a non-cashable car allowance set at 8% of salary;
  - pension employer contributions

## **11.0 Performance Related Pay for Chief Officers**

- 11.1 There is no Performance Related Pay scheme for Chief Officers' roles.

## **12.0 Payments on Termination**

- 12.1 Following resignation or retirement from their duties no additional payments will be made other than those due for salary purposes or payments made to an individual in line with the appropriate pension scheme on retirement. Such payments may include salary paid in lieu, pension benefit entitlements, holiday pay and any fees or allowances paid.
- 12.2 In circumstances where a severance package is being considered upon an agreed cessation of duties other than for the reasons outlined above, the full Fire Authority will be offered the opportunity to vote before any severance package is approved for Chief Officers. In determining the value of a severance package the following elements will be included:
- Salary paid in lieu
  - Lump sum redundancy/severance payment
  - Cost to the Authority of the strain on the pension fund arising from providing early access to an unreduced pension.



## **13.0 Monitoring Officer Remuneration**

13.1 Monitoring Officer remuneration is made up of a single point base pay element. This is updated in line with any 'cost of living' increase agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities; Constitution, Conditions of Service, Salaries (Blue Book). The current level of remuneration (including FTE) is set out at Appendix 1.

## **14.0 Non-Chief Officer Remuneration**

### **14.1 Area Managers (Grey Book) – Local Agreement**

The Authority's policy for the remuneration for this group of employees was agreed locally as follows:

- Area Manager B basic salary as per agreed NJC for Local Authority Fire and Rescue Services firefighter pay scales;
- a pensionable Flexible Duty allowance set at 20% of basic salary
- a pensionable Continuous Duty System allowance set at 12% of basic salary

The current level of Remuneration is set out at Appendix 1.

### **14.2 All other Employees**

14.3 The Authority's pay policy for the remuneration of employees who are not Chief Officers, including the lowest paid, and individuals who are not included in triennial pay reviews, will align remuneration to the relevant NJC agreed salary rates negotiated annually on a national basis, or be set using job evaluation methodology where this is deemed appropriate due to responsibility levels. These are set out in the Appendices.

14.4 Local agreements will be negotiated to ensure the Authority's specific requirements are accommodated and the Authority will be responsible for approving local discretions in relation to pay and reward for all categories of employee.

14.5 Remuneration of non-Chief Officers on appointment will be in accordance with the appropriate National Conditions of Service, or any agreement negotiated locally with recognised trade unions.

14.6 Where salary bands are such that they consist of more than one salary point, the Authority's position is that an offer of appointment is made at the minimum point of the appropriate salary scale. The appropriate Head of Department may however determine a starting salary other than the lowest point in circumstances where the rationale for doing so can be justified.

## **15.0 Additions to Salary of non-Chief Officers**

15.1 Where appropriate and in line with National Conditions of Service or local agreement, individuals may receive an allowance in addition to their salary. Examples include, but are not restricted to:

- on-call or out of hours provision
- continuous availability
- additional responsibility
- tool allowance
- telephone allowance
- pension employer contributions

15.2 Additionally, officers remunerated at Head of Department level (Grade 13 - 15 of the Support Staff Pay and Grading Structure) and above are eligible to receive a non-cashable car allowance of 8% of their basic salary, or an essential car user allowance in line with NJC rates.

15.3 There is no Performance Related Pay scheme for non-Chief Officers' roles.

## **16.0 Other Employee Benefits**

16.1 The Authority believes that it has a responsibility to support the health, safety and wellbeing of its employees to enable them to perform at their best. As part of this approach and in common with other employers the Authority offers employee benefits in line with its statutory obligations and employment good practice. Such benefits include the provision of aids to vision, a comprehensive benefit scheme providing for discounts on various products and services, along with salary sacrifice schemes that include childcare vouchers, ICT and mobile phone equipment, cycle to work, and a car salary sacrifice scheme.

## **17.0 Payments on Termination – non-Chief Officers**

17.1 On voluntary cessation of their duties no additional payments will be made other than those due for salary purposes or payments made to an individual in line with the appropriate pension scheme on retirement. Such payments may include salary paid in lieu, pension benefit entitlements, holiday pay, and any fees or allowances paid.

17.2 Employees conditioned to the NJC for Local Government Services (and Grey Book employees who are members of the LGPS) may, at the Authority's discretion be entitled to added pension and/or redundancy payments upon early termination of employment in accordance with the Authority's Discretionary Policy Statement.

17.3 The Authority also operates a Voluntary Severance Scheme to employees conditioned to the NJC for Local Government Services, payments under

which are authorised at Principal Officer level. The current Voluntary Severance Scheme is attached at Appendix 7.

17.4 In circumstances where a severance package for non-Chief Officers is being considered upon an agreed cessation of duties other than for the reasons outlined in paragraph 16.1, the conditions set out in the Authority's Early Voluntary Retirement / Redundancy Policy Statement should be applied. In determining the value of a severance package the following elements will be included:

- Salary paid in lieu
- Lump sum redundancy/severance payment
- Cost to the Authority of the strain on the pension fund arising from providing early access to an unreduced pension.

## **18.0 Pay Relatives within the Authority**

### **18.1 Lowest Paid Employees**

18.1.1 The Authority's lowest paid employees under a contract of employment are defined as those employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use in the Authority. This is spinal column point 8 of the Authority's Pay and Grading Structure for Local Government Services employees (See Appendices).

18.1.2 This definition is adopted to correlate with the NJC for Local Government Services recognition of lower paid employees within the national pay spines.

18.1.3 The Authority remunerates its lowest paid employees in excess of the lowest NJC pay rate and will review the lowest pay point independently of National Pay Awards to consider factors such as the Living Wage Foundation and National Living Wage.

18.1.4 The Authority employs apprentices who are not included within the definition of lowest paid employees as they are not employed under contracts of employment.

### **18.2 Multipliers within the Authority**

18.2.1 The Authority will annually publish its Statement of Accounts which will detail information on the remuneration of Chief Officers, the median earnings of the organisation's workforce, and the ratio between these two figures to demonstrate the relationship between the two.

## **19.0 Off Payroll Arrangements**

19.1 Where the Authority is unable to recruit for a job under a contract of employment or where there is need for specialist support for a specific project, the Authority will, where necessary, consider engaging individuals under a contract for services. These will be sourced through approved procedures and will be compliant with the Service's guidance on Employment Status Off-Payroll Working and Intermediaries Legislation (IR35).

## **20.0 Independent Remuneration Panel Wales**

20.1 Section 143A of the Local Government (Wales) Measure 2011, as inserted by section 63 of the Local Government (Democracy) (Wales) Act 2013 refers to the Independent Remuneration Panel in Wales (the IRPW) and sets out its functions in relation to salaries of Heads of Paid Service – generally Chief Executives and including Chief Fire Officers.

20.2 The Fire Authority will, before making a change to the salary of its head of paid service which is not commensurate with a change to the salaries of the Authority's other staff:

- consult the IRPW about the proposed change, and
- have regard to any recommendation received from the IRPW when deciding whether or not to proceed with making the change.

20.3 No referral was made to the IRPW during 2020/21.

## **21.0 Accountability and Decision Making**

21.1 In accordance with Part 1, Article 11 of the Constitution of the Fire Authority, the Chief Officer's Remuneration Committee is responsible for considering all matters in terms of pay, terms and conditions and severance arrangements for Chief Officers. The Chief Officer's Remuneration Committee will recommend any decision to the full Fire Authority for Approval.

21.2 In accordance with Part 2, Article 18 of the Constitution of the Fire Authority, the Chief Fire Officer has delegated responsibility to deal with matters relating to the pay, compensation, conditions of service, redundancy, and any other matters relating to the employment of persons in the paid service of the Authority, with the exception of those defined as Chief Officers for the purpose of this Statement.

## **22.0 Talent Management**

22.1 The Authority has in place a structure for Talent Management to inform how the Fire and Rescue Service (the Service) attracts, selects, trains, develops, retains, and promotes, its employees.

- 22.2 The Service places an emphasis on two major areas of measurement; performance and potential. Individual Development Reviews consider past performance and potential future development opportunities and are supported by comprehensive skills pathways aligned to role requirements. Assessment and Development Centres are embedded in conditions of service for operational employees and take place at Supervisory, Middle and Strategic levels to identify future potential and career progression.
- 22.3 The Service Talent Management procedures form part of the Service's wider strategic workforce planning activities and balance the requirement for internal development and progression with that of the need to attract external candidates of a high calibre. The Authority's pay and grading structure must therefore remain competitive in order to attract and retain the best people.

### **23.0 Review**

- 23.1 This Pay Policy Statement is subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective.
- 23.2 The Fire Authority may amend this Pay Policy Statement during the course of the year to incorporate any changes agreed Nationally or Locally to terms and conditions.

**MID AND WEST WALES FIRE AND RESCUE AUTHORITY**  
**PRINCIPAL OFFICERS AND CORPORATE HEADS OF SERVICE PAY RATES**

**From January 2021**

	<b>Salary</b>
<b>Chief Fire Officer</b>	£157,749
<b>Deputy Chief Fire Officer</b>	£129,342
<b>Assistant Chief Fire Officer</b>	£110,071
<b>Assistant Chief Officer</b>	£109,216

**From April 2020**

	<b>Salary</b>	<b>FTE</b>
<b>Monitoring Officer</b>	£38,104	£93,991
<b>Support Corporate Head</b>	£72,304	

**From July 2020**

	<b>Salary</b>	<b>Flexible Duty Allowance</b>	<b>Continuous Duty Allowance</b>	<b>Total</b>
<b>Operational Corporate Head</b>	£60,756	£12,151	£7,291	£80,198

## FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2021

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	24,191	11.05	16.58
Development	25,198	11.51	17.27
Competent	32,244	14.72	22.08
<b>Crew Manager</b>			
Development	34,269	15.65	23.48
Competent	35,747	16.32	24.48
<b>Watch Manager</b>			
Development	36,521	16.68	25.02
Competent A	37,535	17.14	25.71
Competent B	39,974	18.25	27.38
<b>Station Manager</b>			
Development	41,578	18.99	28.49
Competent A	42,827	19.56	29.34
Competent B	45,861	20.94	31.41
<b>Group Manager</b>			
Development	47,887	21.87	Not Applicable
Competent A	49,323	22.52	"
Competent B	53,086	24.24	"
<b>Area Manager</b>			
Development	56,220	25.67	Not applicable
Competent A	57,905	26.44	"
Competent B	61,667	28.16	"

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2021  
(ON-CALL DUTY SYSTEM)**

	(1) £ per annum	(2) £ per Annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,419	1,210	11.05	4.24
Development	2,520	1,260	11.51	4.24
Competent	3,224	1,612	14.72	4.24
<b>Crew Manager</b>				
Development	3,427	1,713	15.65	4.24
Competent	3,575	1,787	16.32	4.24
<b>Watch Manager</b>				
Development	3,652	1,826	16.68	4.24
Competent A	3,754	1,877	17.14	4.24
Competent B	3,997	1,999	18.25	4.24
<b>Station Manager</b>				
Development	4,158	2,079	18.99	4.24
Competent A	4,283	2,141	19.56	4.24
Competent B	4,586	2,293	20.94	4.24
<b>Group Manager</b>				
Development	4,789	2,394	21.87	4.24
Competent A	4,932	2,466	22.52	4.24
Competent B	5,309	2,654	24.24	4.24
<b>Area Manager</b>				
Development	5,622	2,811	25.67	4.24
Competent A	5,791	2,895	26.44	4.24
Competent B	6,167	3,083	28.16	4.24

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out



## CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2021

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	22,981	10.49	15.74
Development	23,938	10.93	16.40
Competent	30,632	13.99	20.99
<b>Crew Manager (Control)</b>			
Development	32,556	14.87	22.31
Competent	33,960	15.51	23.27
<b>Watch Manager (Control)</b>			
Development	34,695	15.84	23.76
Competent A	35,658	16.28	24.42
Competent B	37,975	17.34	26.01
<b>Station Manager (Control)</b>			
Development	39,499	18.04	27.06
Competent A	40,686	18.58	27.87
Competent B	43,568	19.89	29.84
<b>Group Manager (Control)</b>			
Development	45,493	20.77	<b>Not applicable</b>
Competent A	46,857	21.40	"
Competent B	50,432	23.03	"

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

Awdurdod Tân Canolbarth a Gorllewin Cymru								
Mid and West Wales Fire Authority								
APT&C PAY & GRADING STRUCTURE - From 1st APRIL 2020								
Grade & Spine Point	Salary	Hourly Rate	Grade & Spine Point	Salary	Hourly Rate	Grade & Spine Point	Salary	Hourly Rate
<b>Grade 1</b>			<b>Grade 6</b>			<b>Grade 11</b>		
(8)	£18,198	£9.43	(21)	£25,481	£13.21	(36)	£38,890	£20.16
			(22)	£25,991	£13.47	(37)	£39,880	£20.67
<b>Grade 2</b>			(23)	£27,041	£14.02	(38)	£41,881	£21.71
(9)	£18,562	£9.62						
(10)	£18,933	£9.81	<b>Grade 7</b>			<b>Grade 12</b>		
(11)	£19,312	£10.01	(24)	£27,741	£14.38	(39)	£42,821	£22.20
			(25)	£28,672	£14.86	(40)	£43,857	£22.73
<b>Grade 3</b>			(26)	£29,577	£15.33	(41)	£45,859	£23.77
(12)	£19,698	£10.21						
(13)	£20,092	£10.41	<b>Grade 8</b>			<b>Grade 13</b>		
(14)	£20,493	£10.62	(27)	£30,451	£15.78	(42)	£46,845	£24.28
			(28)	£31,346	£16.25	(43)	£47,801	£24.78
<b>Grade 4</b>			(29)	£32,234	£16.71	(44)	£48,724	£25.25
(15)	£20,903	£10.83						
(16)	£21,748	£11.27	<b>Grade 9</b>			<b>Grade 14</b>		
(17)	£22,183	£11.50	(30)	£32,910	£17.06	(45)	£49,757	£25.79
			(31)	£33,782	£17.51	(46)	£50,729	£26.29
<b>Grade 5</b>			(32)	£34,728	£18.00	(47)	£51,682	£26.79
(18)	£23,080	£11.96						
(19)	£23,541	£12.20	<b>Grade 10</b>			<b>Grade 15</b>		
(20)	£24,491	£12.69	(33)	£35,745	£18.53	(48)	£53,627	£27.80
			(34)	£36,922	£19.14	(49)	£54,597	£28.30
			(35)	£37,890	£19.64	(50)	£55,568	£28.80

## MARKET AND JOB SIZING SUPPLEMENT SCHEME ADMINISTRATIVE, PROFESSIONAL, TECHNICAL AND CLERICAL EMPLOYEES

### 1 Purpose of scheme

The use of a Job Evaluation scheme for Administrative, Professional, Technical and Clerical (APT&C) employees allows for the creation of a fair and equitable pay structure which ensures rates of pay are based on robust internal job sizing criteria across the organisation. However, the resulting rates of pay may not necessarily reflect the value of jobs in the wider external market place.

This market and job size supplement scheme has been developed to recognise that there may be times when job growth exceeds existing job sizing parameters, or specific skills and experiences are in short supply. Use of market or job sizing supplement payments is one way of ensuring the Service appropriately remunerates employees and secures sufficient employees with the required skills to safeguard the provision of these services.

A key purpose of the scheme is to ensure that any market or job sizing supplements are paid fairly and consistently to avoid the risk of non-compliance with equal pay legislation. There would need to be clear evidence of job growth or that the basic rate of pay being paid by the Service for a specific job is significantly lower than the market rate for a relevant and equivalent post in a similar market and that any recruitment or retention problems are due to rates of pay.

However, the introduction of market or job sizing supplements must be properly controlled in order to avoid the creation of potentially unlawful pay disparities and Equal Pay Act risks. There are, therefore, very specific rules to the application of market or job sizing supplements to ensure that they can be objectively justified.

Market or Job Sizing Supplements must be:

- Restricted to a limited number of jobs where there is clear evidence that the Service's own pay is significantly lower and / or demonstrably competitive to the market rate for specific jobs **and** there are enduring recruitment or retention problems.
- Restricted to a limited number of jobs where there is clear evidence of job growth that cannot be weighted within the parameters of the Authority's existing Pay and Grading Structure.

- Applied only where there are recruitment or retention problems in relation to a very specific role.
- Applied to existing as well as newly recruited post-holders in the relevant job.
- Clearly identified as separate from basic pay (so that their basis is understood by the employee and they can be justified if an equal pay issue arises)
- Capable of being withdrawn. The contractual terms and a process for withdrawal should be clear and established.
- Phased out or withdrawn if a review shows they are not consistent with the above criteria.

## **2 Scope of the Scheme**

This procedure covers all APT&C employees.

## **3 Use of Scheme**

The scheme will be applied to specific posts on a permanent or temporary basis where a suitable business case is developed and approved. The scheme is not designed to reflect an individual's performance.

The scheme will be subject to periodic review to ensure it remains relevant.

## **4 Preparation of a Market or Job Sizing Supplement Business Case**

Before a business case is put forward for a market or job sizing supplement, the Head of Service must satisfy him/herself that all existing job sizing or non-pay related measures to successfully recognise job growth or recruit and / or retain a staff member have been reasonably explored, including a review of the skills, qualifications and experiences required for the post.

If a market or job sizing supplement is still considered appropriate, the Head of Service should develop a business case which should be submitted to the Assistant Chief Officer (Director of Resources), or nominated representative, with evidence of job growth, failure to recruit and / or retain staff as well as evidence of pay rates for the role in other relevant organisations.

The Assistant Chief Officer (Director of Resources) or their nominated representative, in conjunction with the Head of HR and Job Evaluation

team, will respond to the Head of Service to either recommend the market supplement be paid or to refuse the request.

The following information will be taken into account when making the decision whether it is appropriate to pay a market or job sizing supplement.

- Evidence demonstrating the nature and extent of job growth and reasons this cannot be catered for within existing pay and grading arrangements.
- Evidence demonstrating the recruitment / retention difficulties.
- The extent of the potential impact on services if the recruitment / retention difficulties are not resolved.
- The likely duration of the payment / problem.
- Evidence of pay data from the relevant comparator organisations. This may be based on local, regional or national data depending on what is relevant for the post. Ideally this data should include the whole package not just basic pay so total packages can be compared.

Specifically relating to market supplement, there are a number of indicators that may suggest that there is a severe recruitment and / or retention problem within a particular Service. It is important to note that these are merely indicators; they do not mean that a post will attract a market supplement.

The indicators are as follows.

- The post has been advertised externally on two occasions and those attempts have resulted in failure to appoint an individual to the post.
- Information concerning turnover within a post or a group of posts within the Service.
- Information concerning the external labour market.
- Information gained through the medium of exit questionnaires or interviews if available.
- Any other significant retention issues.

Managers should explore alternative recruitment solutions when a post is advertised for the second time. Managers must not re-advertise the post

without reviewing the documentation and methods used. At the same time, a manager does not have to advertise a post on two separate occasions if there is substantial evidence from other sources of information that there may be a case of paying a market supplement.

## **5 Funding**

The payment of market or job sizing supplements will be funded by the Department in which the post lies. If the post is cross-departmental then the cost will be shared by those departments concerned.

## **6 Calculation of Market or Job Sizing Supplement**

Payment will be calculated by the Assistant Chief Officer (Director of Resources) or nominated representative in conjunction with the Head of HR and the Job Evaluation Team. For market supplements the payment will be based on the median salary for the equivalent roles, taken from an independent external salary survey and for job sizing the payment will be based on a percentage uplift to base pay not exceeding 20%.

## **7 Payment of Market or Job Sizing Supplements**

Market and job sizing supplements will be identified as a separate item on payslips. They will be subject to tax, NI and pension contributions in the normal way.

Market and job sizing supplements will be taken into account for overtime calculations and any other enhancements / allowances.

## **8 Duration and Review of Payments**

The duration of the payment will be determined based on the circumstances of each business case. In the case of recruitment / retention difficulties a determination will be made on how long the recruitment difficulties are likely to continue and will be confirmed in writing to the employee.

In particular, a market supplement will be reviewed at least every 12 months or earlier if necessary. If the departmental manager believes the market supplement needs to continue they will need to provide a new business case, containing up to date information, at each review. This business case will be considered by the Assistant Chief Officer (Director of Resources) or nominated representative along with any other relevant information.

Where the business case to support the continued payment is no longer relevant and sustainable the market supplement shall be withdrawn and contractual notice given to the post-holder(s) in writing. Where the decision to withdraw a market supplement is made, this will apply to all posts within the same job group and their post-holders simultaneously.

There are a number of situations which may trigger a withdrawal of market supplement payment and these include.

- i. Job group no longer has any vacancies
- ii. Posts can be filled after first advertisement
- iii. Turnover has reduced to an acceptable level
- iv. Market research shows there is no longer any justification for the payment
- v. This list is not exclusive.

Job Sizing supplements relating to job growth, which cannot be recognised within normal pay and grading parameters can be paid indefinitely or permanently where the likelihood of such additional responsibilities are considered permanent. This should be clarified in any business case from the outset.

## **9 Management of the Scheme**

The scheme and all reviewable payments made under it will be monitored and reviewed annually and the outcome reported to the Assistant Chief Officer (Director of Resources) or their nominated representative and the relevant Departmental Director(s).

For market supplements at recruitment, the vacancies should be advertised in the usual way, denoting the grade and salary for the post.

The market supplement should be quoted as a separate figure, as follows.

***Salary £XX,XXX to £XX,XXX (plus additional market supplement up to a maximum of £xxx where appropriate).***

## **10 Interpretation**

Any matters of interpretation arising from the scheme are to be determined by the Assistant Chief Officer (Director of Resources)

## VOLUNTARY SEVERANCE SCHEME

### 1 General Principles

Mid and West Wales Fire and Rescue Service (the Service) is committed to working with employees and Trade Unions to minimise the impact of budget pressures on its services and workforce. However, all public services face a difficult economic future, which could result in significant budget reduction. It is considered that a Voluntary Severance Scheme will supplement existing HR policies and procedures as part of workforce planning activities and provide financial support to employees who leave their employment early due to efficiency.

The Service reserves the right to refuse requests from employees seeking release under the scheme where it is considered that their skills need to be retained. The scheme will be driven by the needs of the Service, and the maintenance of an appropriate and high quality skills base to ensure the continuance of high quality service delivery.

### 2 Scope

This scheme applies to Administrative, Professional, Technical and Clerical employees of the Service who have a minimum of 2 years' local government qualifying service.

In line with the business case approval process, any employee subject to disciplinary or capability (health or performance) triggers or procedures will be excluded from the scheme until it can be demonstrated that due process has been followed. Managers are advised to speak to a HR Advisor prior to agreeing any provisional support for an application for release under the Voluntary Severance Scheme.

The scheme does not apply to any employees who have already resigned or are working their notice.

### 3 The Scheme

The scheme will follow the general principles of the Authority's Discretions Policy, which is subject to change, either in line with any change in regulations or by due consideration by the Authority. These provisions do not confer any contractual rights.

Severance payments will be based on the statutory ready reckoner with a multiplier of 2 applied.

Release of pension benefits will be considered for those LGPS members aged 55 or over.



Termination of employment on voluntary grounds is by mutual agreement between the employer and the employee. There will be a mutually agreed date of termination.

#### **4 Process**

An employee interested in applying for voluntary severance will need to complete an Expression of Interest form (Appendix i) and submit it to the Head of HR by an agreed closing date that will be notified to employees at the appropriate time. The Head of HR will then arrange to distribute the forms to the relevant Head of Department/Command for critical review and determination on whether a request can be supported, and a business case made to release the employee on an operationally and financially viable basis.

There is no right to these severance arrangements. The decision made by the Service will be final and there will be no process for appeal.

Please do not contact the Pensions Section to request an estimate of your pension benefits. This will only be provided once the relevant Head of Department/Command has notified the Head of HR that the Expression of Interest is supported.

Some useful guidance and information on pension entitlement can be found on the Dyfed Pension Fund website including an online calculator.

Staff will not be committed to any expressions of interest until required to sign an acceptance form, as appropriate, which confirms termination of employment on an agreed date. Once signed, the Service is not obligated to accept any subsequent request to withdraw from the agreement.

Employees leaving the Service's employment on the grounds of Voluntary Severance will do so based on a mutually agreed termination date, with no notice period being applicable on either side (nor any compensation payment in lieu of notice) and with no payment in lieu for any outstanding holidays, time off in lieu or flexi leave.

Employees who voluntarily leave the Service's employment under this scheme cannot work for the Service in any capacity, including on a casual basis, until at least 1 year has elapsed since the termination of employment. Under no circumstances should an employee be re-appointed into the same or similar job to the one in which s/he was employed at the time of leaving. All such appointments should be made via the Service's usual recruitment procedures. However, in exceptional circumstances an employee may be re-employed by the Service prior to 1 year, subject to the joint agreement of the Chief Fire Officer and the Chair of the Fire Authority.

In approving a re-employment the Authority will need to be satisfied that:

- the rate of pay applied to the work undertaken by the re-engaged employee should be appropriate to the work done and not the grading which applied to the employee prior to the end of their contract;
- the employment should be for a fixed term, not exceeding one year, unless there are exceptional circumstances; and
- the arrangement must provide financial / operational advantage to the Service.

This will be operated entirely at the Service's discretion and the decision in respect of each application will be final.

Please contact the HR Department for further information on the Service's Voluntary Severance Scheme.