



**Service Policy: PODPOL10  
Pay Policy**

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December 2017	APRIL 2022	Nick Mernock	DCFO	Sue Nash

**Amendment History:**

Version	Date	Author	Reasons for Change
1.0	2017	Nick Mernock	Old format
2.0	08.12.17	Nick Mernock	Updated & in new format
3.0	20.10.18	Nick Mernock	Updated
4.0	Jan 2020	Nick Mernock	Annual Review
4.1	Feb 2021	Nick Mernock	Annual Review

**Equalities Impact Assessment:**

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

**Civil Contingencies Impact Assessment:**

Date	Reviewed by	Comments

**Related Documents:**

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

**Distribution List:**

Name	Position	Department
SLT	All SLT Members	

**Sign-Off List:**

Name	Position
SLT	All SLT Members

**Target Audience:**

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

**Ownership:**

FOI exemption required?	Yes	URL
	No	X Reason

**Legislation:**

Title
Fire & Rescue Service Act 2004
National Framework for Fire and Rescue Service (England) 2012

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## PODPOL10 Pay Policy

### 1. Policy Introduction and Background:

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

### 2. Policy Explanation:

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

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

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

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

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

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

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

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

- a) Market Forces and comparators

Comparisons are undertaken where deemed appropriate :-

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

- b) The relative size and efficiency of the management team
- c) The level and breadth of responsibility
- d) The full range of benefits afforded to the individual
- e) Organisational success

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

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

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

### **Decision Making Process**

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

### **Re Employment**

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

### **Openness and Accountability**

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

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

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

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

The SLT has three Executive Officers:-

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

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

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

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

- Director of Strategy and Performance
- Director of People & Organisational Development
- Director of Finance / Treasurer
- Area Manager Operational Preparedness (Flexible duty)
- Area Manager Operational Response (Flexible duty)
- Area Manager Prevention (Flexible duty)
- Area Manager Protection (Flexible Duty)
- Area Manager National Resilience (Flexible Duty) which is nationally funded

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

The current Chief Fire Officer was appointed in September 2018 and was appointed on a reduced salary (at his request) from that of the previous post holder. The current salary is set at £171,666. The Deputy Chief Fire Officer was also appointed in October 2018 and also was appointed on a reduced salary to the previous post holder as the position is paid at 85% of the Chief Fire officer salary. The Assistant Chief Fire officer position is paid at 70% of the Chief Fire Officers salary.

(The former and current Chief Fire Officer (when in the role of Deputy Chief Fire Officer) declined nationally agreed pay rises between 2011 and 2018. A pay rise linked to the outcomes of the national pay bargaining for uniformed Grey Book staff would be applicable under normal circumstances).

Director/Area Manager salaries range from £74k-£98k

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

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

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

***The lowest paid non-operational role is Grade 1, with a salary of £17842 pa.***

***The lowest paid operational role is Firefighter (Trainee) £23,833 pa.***

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

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

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

***Highest paid Manager/Lowest paid member of all staff = 9.62 (Last year this was 9.54)***

***Highest paid Manager/Lowest paid operational staff = 7.20 (Last year this was 7.20)***

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

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

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

The gender pay gap for MFRA currently stands at 11.4%, the national average for the UK is 18.1%. This is a reduction from 12.1% in our first report in 2016/17.

A full breakdown is contained in the report below:

[http://mfrs-dgov/documents/s15952/Appendix%201%20Equality%20Analysis%20of%20Workforce%20and%20Employment%20Data%20as%20at%2031st%20March%202019.pdf?%20LO\\$=1](http://mfrs-dgov/documents/s15952/Appendix%201%20Equality%20Analysis%20of%20Workforce%20and%20Employment%20Data%20as%20at%2031st%20March%202019.pdf?%20LO$=1)

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## **3. Policy Implementation:**

The Service Instructions used to underpin this Policy are:

SI0859      Pay Review Process