



Buckinghamshire & Milton Keynes Fire Authority  
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<b>Information Asset Owner:</b>	Director: People & Organisational Development
<b>Protective Marking:</b>	NOT PROTECTED
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Policy Note:

## Pay Policy Principles and Statement 2014/15

To:	Document Type:	✓	Document Summary:
All employees of the Authority, including temporary staff	Policy	✓	This policy sets out the principles of accountability, transparency and fairness relating to pay. The policy lays down how pay is managed and set for all employees of the Authority including the Strategic Management Board.
	Assessment		
	Procedure		
	Guidance Note		
	Technical Note		
	Information		
	<b>Safety Critical</b>		

**Keyword:**

Please note that as Documents are frequently updated, if you print a document, its accuracy cannot be guaranteed, always check for latest version.

### Document History

**First issue:** 15 February 2012

**Second issue:** 13 February 2013. This is the Buckinghamshire and Milton Keynes Fire Authority Pay Policy Statement 2013/2014 for the purposes of the Localism Act 2011 and has been approved by resolution of the full Authority at the meeting of the Buckinghamshire & Milton Keynes Fire Authority on 13th February 2013.

**Third issue:** 19 February 2014 (subject to CFA approval)

A meeting of the full Authority is required to approve its Pay Policy Statement before the end of the 31 March immediately preceding the financial year to which it relates.

Adoption of the Pay Policy Statement ensures statutory compliance. Legislation permits in-year changes to revisit certain elements to reflect the needs of the service.

<b>Version:</b>	Version 3.0	<b>Status of document:</b>	Draft
<b>Author:</b>	Lynne Swift	<b>PIA:</b>	Reviewed annually .Next review June 2014
<b>Issue Date:</b>	TBC	<b>Review Date:</b>	TBC
<b>File Name</b>	Pay Policy Principles and Statement		



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2014/15**

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### BMKFA Pay Policy Principles and Statement

This document applies to all employees of Buckinghamshire & Milton Keynes Fire Authority (The Authority).

#### Principles

##### 1. Accountability

Decisions on pay policies will be taken by elected members - those who are directly accountable to local communities. We will ensure that all democratically accountable members have a significant input into how decisions on pay are made, and that we are open about the policies that determine those decisions.

Our annual Pay Policy Statements, and any amendments to them, will be considered by a meeting of the Fire Authority and will not be delegated to any sub-committee. In scheduling such meetings, we will act in accordance with our responsibilities under part 5A of the Local Government Act 1972. However, we note that the Secretary of State does not consider that any of the grounds for exclusion of the public would be met for discussions of Pay Policy Statements. Such meetings should therefore be open to the public and should not exclude observers. All decisions on pay and reward for chief officers must comply with the current pay policy statement.

The Fire Authority will be offered the opportunity to vote before salary packages (£100,000 plus) are offered in respect of a new appointment. For this purpose, salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.

##### 2. Transparency

Our Pay Policy Statement, along with our approach to the publication of and access to information relating to remuneration, will be published on our website.

Although we are not required to use our Pay Policy Statement to publish specific numerical data on pay and reward, we will consider how the information within the Pay Policy Statement fits with that data on pay and reward that we publish separately.

This includes that data required to be published under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.

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### 3. Fairness

We will ensure that decisions about senior pay are taken in the context of similar decisions on lower paid staff salaries, and that the relationship between those decisions is considered. We will consider our proposals for the pay relationship between the remuneration of chief officers and employees who are not chief officers.

We will publish our pay multiple – the ratio between the highest paid employee and the mean average earnings and the lowest paid across the Fire and Rescue Service.

We will set out our approach to the award of other elements of remuneration, including bonuses, performance related pay as well as severance payments.

#### Statement 1 April 2012

##### Part 1 Pay Policy (all staff excluding SMB)

1. All pay decisions will be fair, based on policy and reflecting the requirements of legislation.
2. Our systems will be transparent and well known amongst staff groups and we will discuss planned changes to our systems with the appropriate representative bodies.
3. We will where possible, avoid complex pay systems and in determining pay we will make reference to market rates in order to secure best value for the taxpayer.

##### Level and elements of remuneration

4. Staff are employed under contracts with either the terms and conditions of the NJC for Local Authority Fire and Rescue Services Scheme of Conditions of Service, 2004 "the Grey Book" incorporated; or with the provisions of the Buckinghamshire and Milton Keynes Fire Authority scheme of conditions of service, April 1997 incorporated.
5. For Grey Book staff, rates of pay are set out in circulars issued by the NJC and entitlements are governed by Part B of the Grey Book.
6. For other staff the pay structure takes the form of pay scales with incremental points. Incremental progression normally occurs on 1st April if the required criteria are met; at least six months in post, subject to performance and the maximum grade for the post not being exceeded.

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Incremental progression may be withheld if performance is not to the required standard.

7. Pay scales are inserted in the annexes:

Annex A "Grey Book" Pay rates from 1 July 2013

Annex B "Green Book" Pay scales from 1 July 2013

8. Some members of staff participate in lease car and private healthcare insurance arrangements.

9. The Authority reimburses mileage, travel expenses, subsistence and other expenses (e.g. overnight stays, meals and professional fees) when appropriate and in accordance with the Authority's policy and procedures relating to expenses.

**Remuneration on Recruitment**

10. Remuneration will be based on the evaluated rate for the job, either nationally or locally.

**Increases and additions to remuneration**

11. Additional Responsibility Allowance (ARA) payments for "Grey Book" staff and occasional Honoraria for staff on 'local Green Book' terms and conditions, are used to reward increased responsibilities, and duties beyond the normal remit of the role for specific periods, for existing staff to cover managed vacancies for short to medium term periods, enabling successful change management with minimal risk.

12. Any such payments require the signature of two Directors in accordance with the current procedures.

**Use of Performance related pay**

13. Performance related pay is not in operation although certain posts attract performance increments based on skill development.

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### Use of bonuses

14. One off bonus payments may be considered linked to evidenced and scrutinised delivery of performance management objectives and is outlined in Annex C.

### Approach on ceasing to hold office or be employed by the Authority

15. The Authority's current policies in respect of discretionary payments are in line with the recommendations to be found in the minutes of the Human Resources Sub Committee held on 12 December 2012 and entitled Statement of Policy on the Adoption of Certain Employer Discretions and the minutes of the Executive Committee held on 17 July 2013. [Minutes.](#)

### Publication of and access to information relating to remuneration

16. We will publish information in accordance with "The Code of Recommended Practice for Local Authorities on the Data Transparency".

### Pay Multiple

17. Our definition of lowest paid staff are those staff we employ who are paid at rates that are maintained in line with the National Minimum Wage at age 21 or over. We opt not to use lower pay rates permitted under the National Minimum Wage for 16 to 20 year olds or apprentices.

### The current BMKFA pay multiples are;

Highest pay: lowest pay is ~~11.72~~ 11.5

Highest pay: median pay is ~~4.9~~ 4.87

18. It is our intention that salary multiples do not reach the 1:20 ratio referred to in the Hutton Report.

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## **Pay Policy Principles and Statement 2014/15**

### **Part 2 Pay Policy – Strategic Management Board (SMB)**

SMB members pay arrangements are covered by the Gold Book.

#### **Level and elements of remuneration**

19. Senior management remuneration comprises salary, car provision and private medical insurance.
20. Gold Book Pay is based on a twin track approach of an annual nationally agreed pay deal and a local pay agreement. SMB Pay Policy includes proposals to consider the implementation of Earn Back Arrangements and addresses the requirements of the Localism Act in relation to the SMB.

#### **Remuneration on Recruitment**

21. Remuneration will be based on the evaluated rate for the job.

#### **Increases and additions to remuneration**

22. Increases and additions for senior management posts will require approval of the appropriate committee of the Authority.

#### **Use of Performance related pay**

23. Performance related pay will be used in the context of the relevant policy, based on "Earn back" principles and will need approval by the appropriate committee.

#### **Use of Bonuses**

24. One off bonus payments may be considered linked to evidenced and scrutinised delivery of performance management objectives.

#### **Approach on ceasing to hold office or be employed by the Authority**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>25. Summary dismissal</li> <li>Dismissal with notice</li> <li>Redundancy</li> <li>Resignation or leave date</li> <li>Redeployment</li> </ol> | <p>dismissal without notice payments<br/>         salary payment in line with contract<br/>         in accordance with service policy<br/>         normal salary payment until end of notice period<br/>         in accordance with prevailing service policy</p> |
|---|---|

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26. This Authority does not make payments to senior staff members who leave other than to those who are leaving for the purposes of improved efficiency
27. Re-employment/re-engagement will not normally occur following retirement.
28. The Fire Authority will be given the opportunity to vote as to the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.

### Publication of and access to information relating to remuneration

29. We will publish information in accordance with "The Code of Recommended Practice for Local Authorities on the Data Transparency".

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