

# Special responsibility allowances policy

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New policy number: **563**  
Old instruction number: **PER:B015:a1 (UNI, MGPO and CAM)**  
Issue date: **13 March 2008**  
Reviewed as current: **30 October 2023**  
Owner: **Assistant Director, People Services**  
Responsible work team: **Policy, Pay and Reward**

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## Contents

1 Introduction ..... 2  
2 Special responsibility allowances ..... 2  
3 Level of award ..... 2  
4 Termination..... 3  
5 Records ..... 3  
6 Help and support ..... 3  
**Document history ..... 4**

# 1 Introduction

- 1.1 This policy sets out the Brigade's arrangements for paying special responsibility allowance (SRA) payments to recognise staff undertaking duties in addition to those of their substantive post. This policy applies to all employees.
- 1.2 This policy should be applied in line with the Brigade's [values](#):
  - Service – We put the public first.
  - Courage – We step up to the challenge.
  - Learning – We listen so that we can improve.
  - Teamwork – We work together and include everyone.
  - Equity – We treat everyone fairly according to their needs.
  - Integrity – We act with honesty.

## 2 Special responsibility allowances

- 2.1 Line managers have the discretion to propose SRA payments and when proposing payments, line managers should consider the following points:
  - The time to be invested by the employee on the special responsibilities, and
  - the extent to which additional duties or work is at a higher level\*.

(\*A higher level of duties may include, work with greater complexity, work that has a greater impact on a wider number of people, special projects, or where the individual's accountability or responsibility is increased).
- 2.2 SRA payments will not be made for fluctuations in volume, workload, or to cover sickness absence. Where considered appropriate, fluctuations in volume and workload may be recognised through the use of overtime payments. SRA payments are not intended to reward staff for undertaking the duties of another post instead of the duties of their substantive post – that is a secondment. SRA payments may be provided in very exceptional circumstances, for example, large projects with significant additional workloads.

## 3 Level of award

- 3.1 Line managers may propose an SRA payment up to 10% of the employee's base salary, and no SRA is to exceed the value of the difference between the maximum of the substantive grade and the maximum of the grade above<sup>1</sup>. SRA payments are not to be paid for longer than 12 months (see paragraph on 'Approval' below).
- 3.2 The level of payment must be agreed by the relevant assistant commissioner/head of service and by the Assistant Director, People Services. It is anticipated that SRA payments for low levels of additional responsibility for relatively short periods of time, e.g. six months, would attract an SRA of up to 3%. Allowances may be provided for longer than 12 months with the agreement of the relevant Director.
- 3.3 SRA payments will be met from within existing departmental budgets.

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<sup>1</sup> Subject to the 2019 Role to Rank agreement, Appendix A, paragraph 13

- 3.4 Firefighter pension scheme members will not be eligible for pensionability of SRAs under current arrangements. Local Government Pension Scheme members will have SRA treated as pensionable.
- 3.5 Applications for an SRA payment are to be made on the special responsibility allowance system using this [Hotwire link](#). HR Services will notify individuals of the terms of any SRA agreed.

## 4 Termination

- 4.1 SRAs will normally be paid for a fixed period of time and all will therefore have a set termination date. SRA payments may also be terminated at any time with one months' notice, albeit employees should be aware that SRAs will not normally be paid for more than 12 months.

## 5 Records

- 5.1 Please send records by email to [RecordsServices@london-fire.gov.uk](mailto:RecordsServices@london-fire.gov.uk). Records will be kept on your electronic personal record file (e-PRF) and retained in accordance with [Policy number 788](#) - Electronic personal record files (e-PRF). Personal data shall be processed in accordance with [Policy number 351](#) – Data protection and privacy policy.

## 6 Help and support

- 6.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to [IT.HR@london-fire.gov.uk](mailto:IT.HR@london-fire.gov.uk) or Payroll by email to [payforms@london-fire.gov.uk](mailto:payforms@london-fire.gov.uk).
- 6.2 This policy may also be available on request in other alternative accessible formats as set out in [Policy number 290](#) – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to [communications.team@london-fire.gov.uk](mailto:communications.team@london-fire.gov.uk) to discuss your needs and options.
- 6.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the [Staff Suggestion Scheme on Hotwire](#) as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements.

# Document history

## Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	05/04/24	SDIA	L - 22/05/23	HSWIA	24/05/23	RA	
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## Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Reviewed as current, changes detailed below.	09/02/2011
Page 2 paras 3.2, 4.1 and 4.2	Human Resources changed to Human Resources and Development.	09/02/2011
Page 2 para 4.2	Employment Services changed to Operations.	09/02/2011
Page 3	SIA date added.	07/11/2013
Page 3	SIA date updated.	06/11/2014
Page 3 para 3.1	Addition of "where applicable as a separate allowance" in second line.	14/04/2014
Throughout	Reviewed as current with no changes made.	10/05/2017
Throughout Page 2, para 2.1 Page 2, Para 3.1 Page 2, Para 3.4	Altered reference to updated job title. Additional text on higher level of duties. Removal of reference to London Weighting -now consolidated for all staff groups. Additional words in case there is any future changes to pension scheme. This policy has been reviewed as current with changes made, please re-read to familiarise yourself with the content.	10/08/2020
Throughout	Reviewed as current with no changes.	15/05/2023
Page 4	SDIA and HSWIA updated.	26/05/2023
Page 2, para 2, Page 2 para 3 and 4 Page 3 para 5 and 6	Introduction consolidated. Approval details consolidated and application process updated. Records and Help and support details added.	30/10/2023
Page 2, para 1.2 Page 3, para 5.1 Page 3, para 6.2	Values included. Data protection details added. Access to alternative policy format details added.	05/04/2024
Page 3, para 5.1 Page 3, para 6.3	Records Services details added. Staff Suggestion scheme access details added.	24/05/2024

## Subject list

You can find this policy under the following subjects.

Recruitment	Special Responsibility Allowances

## Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

<b>Considered by:</b> (responsible work team)	<b>FOIA exemption</b>	<b>Security marking classification</b>