

Fire and rescue staff pay rates and on call allowance policy

New policy number: **716**
 Old instruction number: **558a, 558b, 558c**
 Issue date: **31 January 2008**
 Reviewed as current: **16 June 2023**
 Owner: **Assistant Director, People Services**
 Responsible work team: **Policy, Pay and Reward**

Contents

1	Introduction	2
2	Revised rates	2
3	Implementation	2
4	Salary Progression Increase (SPI)	2
5	Allowances	3
6	On call allowance	3
7	Formation and maintenance of on call roster groups.....	3
8	General conditions of on call roster groups	4
9	Administration	5
10	Records	5
11	Help and support	5
	Appendix 1 – Fire and rescue staff pay rates with effect from 1 April 2023	6
	Appendix 2 - Staff code allowances (section Bb)	7
	Document history.....	8

1 Introduction

- 1.1 This policy sets out Brigade's fire and rescue staff (FRS) pay rates and allowances increases of 5% from 1 April 2023. It also sets out the arrangements for the on call allowance and on call roster groups for 24/7 out-of-hours services to be provided by staffing groups, generally (but not necessarily exclusively) FRS staff, whose normal contracted hours are weekday office hours.
- 1.2 The arrangements for payment of your salary are set out in [Policy number 398](#) - Payment of salary.
- 1.3 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 Revised rates

- 2.1 The revised rates of pay for Fire and Rescue Staff are detailed in Appendix 1 of this policy.

3 Implementation

- 3.1 Implementation and payment of the revised rates of pay is in June 2023 salaries, backdated to 1 April 2023.

4 Salary Progression Increase (SPI)

- 4.1 Under a local pay agreement with effect from 1 April 2007, progression through the salary scale has been via a salary progression increase implemented on 1 July each year. This is separate to the annual and pay allowances increase.

With effect from 1 July 2023:

- All eligible staff will receive an SPI of up to 1%.
- 4.2 Eligibility for a SPI for employees taking up positions within the preceding 12 months are as follows:
 - (a) 100% for an eligible employee taking up post on or before 31 December of the preceding year.
 - (b) 50% for an eligible employee taking up post between 1 January and 31 March.
 - (c) Eligible employees taking up post between 1 April and 30 June will not be eligible for a payment until the following year.
 - (d) Eligible employees temporarily promoted will be dealt with in accordance with (a) – (c) above for the purposes of eligibility at their temporary grade, and the same criteria shall be used where relevant towards progression to the maximum of their substantive grade.

- 4.3 An employee will not receive a SPI or the full SPI, if they are at the maximum of their scale or if the full SPI would take them above their salary maximum. No employee will receive payment above the relevant salary maximum.

5 Allowances

- 5.1 The Staff Code (Section B) Allowances as detailed in Appendix 2 of this policy are increased by 5% in line with the settlement.

6 On call allowance

- 6.1 Definitions:

- **Out of hours service:** A specific departmental service covering all evenings/nights, weekends, public holidays, and the Christmas/New Year excused attendance period.
- **On call roster group:** A group of staff who between them provide an out of hours service.
- **FRS on call allowance:** The allowance paid to staff who provide the out-of-hours service. This is a fixed annual amount shared proportionally between the staff who form the on call roster group as detailed in the 'Staff code allowance' - 'Rostered on call allowance; Annual rate (shared between officers)' in appendix 2.
- **On call:** When a member of a roster group is on the rota to provide the out-of-hours service.

- 6.2 On call roster groups can only be formed where there is a clear business case to provide an out-of-hours service by staff who normally work weekday office hours.

7 Formation and maintenance of on call roster groups

- 7.1 Heads of Service are responsible for the formation and maintenance of on call roster groups to provide out-of-hours services for which they have departmental responsibility. Heads of Service, or their nominated representative (no lower than an DAC/FRS F), are therefore responsible for:

- Determining and documenting a business case for all on call roster groups within their department and keeping these on call roster groups and business cases under regular review (no less frequently than annually).
- Confirming and documenting the responsibilities of, and the services to be provided by, members of a roster group when on call and ensuring that members of an on call roster group have the skills, knowledge and equipment to effectively fulfil their on call role.
- Ensuring there is departmental budgetary provision for payment of FRS on call allowances.
- Ensuring fair and appropriate processes for nominating staff to form, and for maintaining membership of, an on call roster group.
- Determining if membership of an on call roster group can be a requirement of a specific post or posts, and if so, liaising with the People Services department to ensure this is stated in the employee's letter of appointment/contract of employment/job description.
- Drawing up rotas to ensure comprehensive out-of-hours cover, and publicising the rota with contact details to relevant officers/teams, in particular RMC/the Officer of the Day.
- Determining whether or not an on call roster group should be a rota group on StARS.
- Notifying the HR Services team promptly of (i) the formation and membership of an on call roster group; (ii) changes to the on call roster group, so that members of the on call roster

group receive the correct payments, and that staff who cease being members of the on call roster group are not overpaid; and (iii) circumstances when the FRS on call allowance should cease to be paid due to the reasons set out in paragraph 8.8 below (absence/non-availability of at least one month's duration).

- Ensuring FRS on call allowances are paid properly and proportionally to the members of the on call roster group as determined and authorising payment of these allowances via notification to the HR Services team. Normally all members of the on call roster group will provide an equal amount of out-of-hours cover and will receive the same proportion of the annual FRS on call allowance.
- Ensuring appropriate action is taken where staff on call fail to respond when called/paged.

8 General conditions of on call roster groups

- 8.1 Members of on call roster groups will be provided with Brigade mobile phones and remote access, and must be available to respond when on call. Staff on call who fail to respond may be removed from an on call roster group.
- 8.2 In accordance with [policy number 550](#) - Alcohol and drugs policy, paragraphs 12.1-12.2 in conjunction with paragraph 8.1, members of a roster group when on call must remain within the Brigade's alcohol standard (no more than 30mg alcohol per 100 ml blood), and must not consume alcohol when responding.
- 8.3 Where staff who are on call respond, and the duration of response extends to one hour or more, they will be entitled to equivalent compensatory time off. This time off may be taken before reporting again for duty if practicable. In exceptional cases Heads of Service have authority to pay overtime to those in eligible overtime roles (see [policy number 924](#) - Overtime and compensatory leave policy - FRS staff) for periods of on call response which are of at least one hour's duration.
- 8.4 No member of staff is eligible to be a member of more than one on call roster group at any one time.
- 8.5 An on call roster group must consist of at least two individuals. The maximum proportion of the annual FRS on call allowance that one member of staff can be paid, and the maximum amount of total out-of-hours cover that can be provided by one member of staff, is 50%.
- 8.6 TMG staff are ineligible to be paid the FRS on call allowance as TMG salary is all-inclusive of out-of-hours commitments. If a TMG staff member is a member of an on call roster group, the corresponding proportion of the FRS on call allowance is not shared by the other members of the on call roster group. For example, if an on call roster group consists of three staff, including one TMG, who all provide equivalent amounts of cover, the remaining two staff receive one-third of the annual FRS on call allowance, not one-half.
- 8.7 Similarly if a contractor, or other third party, is a member of an on call roster group, the corresponding proportion of the FRS on call allowance is also not shared by the other members of the on call roster group.
- 8.8 The FRS on call allowance will cease to be paid to a member of an on call roster group who is unable to provide the out-of-hours service for at least one month for any reason, e.g. sickness, maternity leave. Payment will normally cease after one month of absence/non-availability, but will cease immediately for periods of nil pay, e.g. career breaks.
- 8.9 Membership of an on call roster group and/or payment of the FRS on call allowance does not lead to an ongoing contractual entitlement to receive the FRS on call allowance in any circumstances, even if membership of an on call roster group may be a requirement of a specific

post. There is only a contractual entitlement to receive the FRS on call allowance where a member of staff is a member of an on call roster group and providing out-of-hours cover. In all cases a Head of Service is entitled to terminate individual membership of an on call roster group for any reason, through the provision of one month's written notice, although a longer notice period may be given. Following expiry of the notice period, payment of the FRS on call allowance will cease.

9 Administration

9.1 The HR Services team authorise payment of the FRS on call allowance to payroll. The HR Services team require Heads of Service, or a named roster manager (no lower than an DAC/FRS F) nominated by the Head of Service, to authorise the following promptly:

- The formation of a new on call roster group, and/or cessation of an existing on call roster group;
- Initial membership, and any changes to the membership including cessation of membership, of all on call roster groups;
- The proportion of the FRS on call allowance to be paid to all members of the on call roster group (normally this will be equal proportions and must total no more than 100%);
- The review date when all payments will be reviewed and re-authorised as appropriate. The period between review dates must not be more than one year.

9.2 Once authorisation has been provided by the Head of Service or nominated roster manager, the HR Services team will confirm details of FRS on call allowance payments to on call roster group members in writing.

9.3 A record of all on call roster groups will be held centrally by HR Services. On call roster groups will be reviewed by the Head of Service/roster manager on an annual basis, to confirm that the requirements of this policy are being met.

10 Records

10.1 Please send records by email to 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 file. Personal data shall be processed in accordance with [Policy number 351](#) – Data protection and privacy policy.

11 Help and support

11.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk.

11.2 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 to discuss your needs and options.

11.3 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.

Appendix 1 – Fire and rescue staff pay rates with effect from 1 April 2023

FRS grade	01.04.2023
B Minimum	29,007
Maximum	34,215
C Minimum	34,215
Maximum	41,075
D Minimum	40,657
Maximum	46,550
E Minimum	43,736
Maximum	52,242
F Minimum	52,242
Maximum	67,836
G Minimum	69,405
Maximum	86,208

Appendix 2 - Staff code allowances (section Bb)

Grade/type of Employee	Reason	01.04.2023 (5% increase)
Any employee	Interpreting duties (per session)	50.30
	Translating documents into English (per 100 words)	4.88
	Translating documents into a foreign language (including sign language) (per 100 words)	6.37
Any employee	Rostered on call allowance	
	Weekdays	39.71
	Saturdays	59.58
	Sundays/PHs	79.42
	Annual rate (shared between officers)	17,905.98
Any employee	Call-out allowance (per occasion)	
	Weekdays	15.32
	Saturdays	22.95
	Sundays/PHs	30.54
	(Rates doubled if employee is in non-overtime grade)	
Any employee	designated by Head of Department/AC to undertake first-aider and fire warden role (per annum)	362.58

Document history

Assessments

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

EIA	30/04/2024	SDIA	L - 28/10/22	HSWIA	27/10/22	RA	
-----	------------	------	--------------	-------	----------	----	--

Audit trail

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

Page/para nos.	Brief description of change	Date
Pages 2, 3 and 5	Application of revised London Weighting allowance.	28/01/2009
Page 2, para 1.1	Sentence added to end of paragraph 'At this stage, the percentages referred to are only indicative'.	03/04/2009
Para 5.1, page 2. Page 3 and 5	London Weighting allowance updated.	13/11/2009
Throughout	Reviewed as current.	13/04/2010
Throughout	Change of helpdesk extension.	15/05/2010
Page 2, para 1.1 Appendix 1, page 4	Added third bullet point – "1.575% from 1 April 2009" Columns 5&6 updated to reflect 1.575% pay award.	19/05/2010
Appendix 1, page 5	Continuation of updating of columns 5&6 and bottom of page 5 headed; 'Summary of Fire and Rescues staff pay scales 2007-2009	19/05/2010
Appendix 2, page 6	Updating of "staff code allowances (section Bb)".	19/05/2010
Throughout Appendices 1 and 2 Policy	Addition of "Craft" and "Manual" to title throughout the policy to reflect the addition of information from Policy Number 558a and 558b. Updated the tables in these appendices to reflect the current situation. This policy has been given a new number PN716 as the data from PN558a, 558b and 558c has been merged.	28/05/2010
Appendix 1	Revised pay scales to show effect of consolidation of London weighting allowance into basic pay with effect from 1 July 2011.	30/03/2012
Throughout page 2 Para 6.1	Revised pay scales to show effect of settlement with effect from 1 April 2012. Page 2 paragraph 6.1 removed.	22/11/2012
Throughout	Revised pay and allowances in line with April 2013 Court of Appeal judgement, and £400 pay increase wef. 01/04/13.	08/08/2013
Page 5	SIA date added.	07/02/2014
Throughout	Revised pay and allowances in line with 2014 pay agreement.	04/08/2014
Page 6	'Subjects list' table - template updated.	06/01/2015
Throughout	Revised pay and allowances in line with 2015 pay agreement.	28/08/2015
Page 1	Policy title changed - from 'pay scales' to 'pay rates'.	19/08/2016

Page/para nos.	Brief description of change	Date
Throughout	Revised pay and allowances in line with 2016 pay agreement.	04/11/2016
Throughout	Revised pay and allowances in line with 2017 pay agreement.	19/03/2018
Throughout	Revised pay and allowances in line with 2018 pay agreement.	31/08/2018
Page 4	Rostered standby allowance renamed to rostered on call allowance.	13/09/2019
Throughout	Policy reviewed as current with revised pay and allowances in line with 2019 pay agreement. Removal of obsolete Staff Code allowances.	20/01/2020
Throughout	Policy reviewed as current with revised pay and allowances in line with 2020 pay agreement.	19/10/2020
Throughout	Policy reviewed as current with revised pay and allowances in line with 2021 pay agreement.	12/05/2022
Page 4	First aid updated to first aider and fire warden role	04/08/2022
Page 1 Page 2 Page 7	Index updated to include Salary Progression Increase. New paragraph 4 detailing the Salary Progression Increase details and eligibility in line with 2007 pay agreement. SDIA and HSWIA updated.	21/11/2022
Throughout Page 7	Policy reviewed as current with revised pay and allowances in line with 2022 pay agreement. EIA updated.	13/03/2023
Throughout	Policy reviewed as current with revised pay and allowances in line with 2023 pay agreement.	16/06/2023
Pages 3 – 5, para 6 - 11	On call allowances, Records and Help and support details added.	24/11/2023
Page 2, para 1.9	Reference to salary payment arrangements in Policy number 398 - Payment of salary added.	11/03/2024
Page 2, para 1.3 Page 5, para 10.1 and 11.2	Values included. Data protection details added. Access to alternative policy format details added.	05/04/2024
Page 8	Equality impact assessment date updated.	30/04/2024
Page 5, para 10.1 and 11.3	Records Services details added. Staff Suggestion scheme access details added.	20/05/2024

Subject list

You can find this policy under the following subjects.

Pay	Salaries
-----	----------

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification