

Control staff pay rates

New policy number: **559**
Old instruction number: **PER:A007:a1**
Issue date: **14 July 2008**
Reviewed as current: **1 July 2024**
Owner: **Assistant Director, People Services**
Responsible work team: **Policy, Pay and Reward**

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1 Introduction

- 1.1 This policy sets out the pay rates and arrangements applying to control staff.
 - The agreed increase of 4% for all grades up to control commander with effect from 1 July 2024.
- 1.2 The arrangements for payment of your salary are set out in Policy number 398 - Payment of salary.

2 Implementation

- 2.1 Implementation and payment of the revised rates of pay up to control commander is in July 2024 salaries. The salary structure for these grades is detailed at Appendix 1 of this policy, which covers the posts within the scope of the Joint committee for control staff.
- 2.2 The rates of pay for senior control commander are detailed at Appendix 2 of this policy and determined under separate arrangements.

3 Salary progression increase (SPI)

- 3.1 This applies to those staff detailed in Appendix 1 only. With effect from 1 April 2010, progression through the salary scale (other than the control officer probationer rate), is via a salary progression increase implemented on 1 July each year.
- 3.2 You will not receive a SPI or the full SPI, if you are at the maximum of your scale or if the full SPI would take you above your salary maximum. No employee will receive payment above the relevant salary maximum.
- 3.3 Eligibility for a SPI for employees taking up positions (including temporary positions) within the preceding 12 months are as follows:
 - (a) 100% for an eligible employee taking up post on or before 31 December.
 - (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 are not eligible for a payment until the following year.

4 Allowances

- 4.1 Control staff allowances are detailed in Appendix 3.

5 Records

- 5.1 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 files (e-PRF). Personal data shall be managed 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 or Payroll by email to payforms@london-fire.gov.uk.

- 6.2 This policy may also be available on request in other accessible alternative 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.
- 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.

Appendix 1 - Control salary bands

Grade	Basic	Shift Allow 20%	Hourly rate (Basic plus shift divide by 1945)	Total Pay
Control Officer (CO)				
Probationer	31,024.44	6,204.89	19.14	37,229.33
Qual min	31,765.92	6,353.18	19.60	38,119.10
Qual max	39,465.36	7,893.07	24.35	47,358.43
Assistant Control Commander (ACC)				
Min	36,292.22	7,258.44	22.39	43,550.66
Max	45,732.45	9,146.49	28.22	54,878.941
Control Commander (CC)				
Min	44,334.85	8,866.97	27.35	53,201.82
Max	51,061.69	10,212.34	31.50	61,274.03

Appendix 2 - Control staff pay (Senior Control Commander)

Control Grade	Basic	Callout allowance	Hourly rate	Total pay
Senior control commander				
Minimum	69,405	6,940.50	41.86	76,345.50
Maximum	86,208	8,620.80	51.99	94,828.80

Notes: (1) The senior control commander salary range is aligned to the FRS G salary range. The above rate is effective from 01 April 2023.

Appendix 3 – Control staff allowances

Role	Reason	Allowance
All staff	Fallback initiated to Primary, Secondary or Tertiary Control (per occasion)	44.96 Planned 36.36 Unplanned ⁽²⁾
	(£44.96 - travel element £20.69, non-travel element £24.27) (£36.36 - travel element £12.09, non-travel element £24.47)	
All staff	Temporary Acting Permit (CO to ACC) Temporary Acting Permit (ACC to CC) Temporary Acting Permit (CC/TSM to SCC)	CO £32.82 ACC £39.44 ⁽⁵⁾ CC/TSM £32.36
All staff	Joint role First-Aider and Fire Warden as Designated by DAC Control	362.58 PA ⁽³⁾
All staff	Mess off the run (planned or unplanned)	4.14 ⁽⁴⁾
Mess Manager	Performs the duty of mess manager (only one person per watch/department may claim for each week)	1 hour LILO
All Staff	Spoiled meals. Can be claimed by any staff member that during their meal break is recalled to duty for more than 10 minutes, or are recalled more than two times within their meal break period for any length of time.	use form FN/PC7

Notes:

(2) - Fall back allowances have two revised rate of pay triggers. The travel element is increased by the published average TFL fare increase for that year for March. The non-travel element is increased in line with the NJC pay settlement from 1st July.

(3) - The revised rates of pay will be in line with FRS pay increases from the 1st of April each year

(4) - The revised rates of pay will be in line with PN354

(5) – The revised rates of pay for Temporary Acting Permit will be in line with the NJC pay settlement from 1st of July each year

Document history

Assessments

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

EIA	23/04/24	SDIA	L - 14/03/23	HSWIA	10/03/23	RA	n/a
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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
Pages 2- 5 (includes Appendices 1-2)	Rewritten to reflect Pay & Conditions Agreement reached between Brigade and Control Trade Unions, 01/03/10, and SOM/POM pay rates agreed in 2009.	20/05/2010
Page 2 Para 4.1	Control officer replaced by control room officer and team leader replaced by assistant operations manager in line with current job titles.	03/11/2010
Appendix 1	Revised pay scales to show effect of consolidation of London Weighting Allowance into Basic Pay with effect from 1 July 2011.	09/07/2012
Appendix 1 & 2	Updated pay scales to reflect 1% pay increase for all control staff with effect from 1 July 2012.	30/11/2012
Page 2 Para 2.1	A minor amendment has been made to the wording of this paragraph.	09/05/2013
Throughout	Updated pay scales to reflect the 01/07/13 pay settlement.	11/09/2013
Throughout	Updated pay scales to reflect the 01/07/14 pay settlement. Reviewed as current.	08/08/2014
Page 5	Subjects list and Freedom of Information Act exemptions tables updated.	03/02/2015
Throughout	Updated pay scales to reflect the 01/07/15 pay settlement up to operations manager. Reviewed as current.	13/07/2015
Throughout	Updated pay scales to reflect the 01/07/15 pay settlement for senior operations manager and principal operations manager. Reviewed as current.	28/08/2015
Throughout	Updated pay scales to reflect the 01/07/16 pay settlement up to operations manager. Reviewed as current.	01/08/2016
Throughout	Updated pay scales to reflect the 01/07/16 pay settlement for senior operations manager and principal operations manager. Reviewed as current.	04/11/2016
Page 1 para 1.1. & 1.2; Page 4, Appendix 2	Amended figures to reflect re-grading of POM position and deletion of references to role in light of this.	14/11/2017
Page 2 para 1.1, 2.1 & 2.2. Appendix 1 & 2	Minor changes made to paragraphs. Appendix 1 and 2 tables updated.	11/01/2018

Page/para nos.	Brief description of change	Date
Throughout	Updated pay scales to reflect the 01/07/17 pay settlement for senior operations manager and principal operations manager. Reviewed as current.	19/03/2018
Throughout	Updated pay scales to reflect the 01/07/18 pay settlement up to operations manager, and revised pay scale for senior operations manager. Reviewed as current.	10/10/2018
Paras. 1.1, 2.1, 2.2, 3.3 (deleted), and appendices 1&2	Changes to reflect the 01/07/19 pay settlement up to operations manager; the removal of the link between PRDS and SPI in section 3; and the disestablishment of the principal operations manager post.	29/10/2019
Para. 1.1 and Appendix 2	Updated pay scales to reflect the 01/07/19 pay settlement for senior operations manager. Reviewed as current.	21/01/2020
Paras. 1.1, 2.2 and Appendix 2	This policy has been reviewed as current with changes made to reflect change in rank title of senior operations manager to senior control commander, and pay upgrade effective from 01/04/2020. Please re-read to familiarise yourself with the content.	15/07/2020
Paras. 1.1, 2.1 and Appendix 1	Reviewed as current with updated pay scales to reflect the 01/07/20 pay settlement up to and including operations manager.	13/10/2020
Page 5	SDIA and HSWIA updated.	14/10/2020
Page 5	EIA updated.	15/10/2020
Paras. 1.1, 2.1 and Appendix 1	Reviewed as current with updated pay scales to reflect the 01/07/21 pay settlement up to and including operations manager.	13/09/2021
Introduction Appendix 2 Para 4 and Appendix 3	Reference to name change SOM to SCC deleted. Reviewed as current with updated pay scales to reflect the 01/07/21 pay settlement for senior control commanders. Claimable control allowances added, following introduction of new fallback allowance.	03/01/2023
Throughout	Reviewed as current with updated pay scales and allowances to reflect the 01/07/22 NJC pay settlement and 01/04/22 FRS pay settlement up to and including senior control commander.	13/03/2023
Appendix 3 Page 6	Change made to fallback allowance following increase in travel element as at 01/03/23 (average 5.9% TfL fares increase). HSWIA updated.	14/03/2023
Page 6	SDIA updated.	20/03/2023
Page 5	Allowances for Temporary Acting up Permit added.	11/04/2023
Throughout	Reviewed as current with updated pay scales and allowances to reflect the 01/07/23 NJC pay settlement and 01/04/23 FRS pay settlement up to and including senior control commander.	04/07/2023
Page 5	Allowances updated.	21/08/2023
Page 5	Temporary acting permit allowances for OM/TSM to SCC added.	30/10/2023
Page 2, para 1.2	Reference to salary payment arrangements in Policy number 398 - Payment of salary added.	11/03/2024

Page/para nos.	Brief description of change	Date
Page 6	Equality impact assessment date updated.	24/04/2024
Throughout Page 2, para 5.1 Page 3, para 6.2 and 6.3 Throughout	Trainee rate removed wef 01/06/24. Records Services and data protection details added. Access to alternative policy format and Staff Suggestion Scheme access details added. Job titles updated.	31/05/2024
Throughout	New rates added to reflect 2024 NJC pay rise with effect from 01/07/24	01/07/2024

Subject list

You can find this policy under the following subjects.

Control room	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