

Operational staff pay rates and sick pay policy

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 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 and sick pay details and arrangements applying to operational staff.
- 1.2 On 6 March 2023 the National Joint Council for Local Authority Fire and Rescue Services reached a formal pay settlement agreement on the pay award set out in the national joint council circular NJC/1/23 and NJC/3/23.
- 1.3 The revised rates represent:
 - An average increase of 4% in your basic pay effective from 1 July 2024 and;
- 1.4 Under the local agreement reached in 2022, a Marauding Terrorist Attack (MTA) skills based payment of 2% will be paid with effect from 1 April 2022 as a separate allowance for firefighters up to group commander. This is inclusive of the consolidated London Weighting and CPD payments, and is pensionable.
- 1.5 Under the 2019 R2R agreement, separate development rates of pay for leading firefighters, sub officers and station officers were abolished with effect from 16 October 2019. From this date staff on development in these ranks are paid at the competent rate of pay.
- 1.6 Under the agreed LFC 0765z report, separate development rates of pay for station commanders and group commanders will not be applied and with effect from 1 January 2023, staff on development in these ranks will be paid at competent rate.
- 1.7 The previous NJC 'continual professional development' (CPD) payments were consolidated for all roles under local agreements reached between 2008-2013 and are now reflected in the 'maximum' rates for leading firefighters, sub officers and station officers, and the 'competent plus' rates for firefighters, station commanders and group commanders.
- 1.8 Under local agreements reached in 2012, London weighting allowance was consolidated into basic pay of station and group commanders, backdated to 1 July 2011. Under a local agreement reached in August 2019, London weighting allowance was consolidated into the basic pay of firefighters, leading firefighters, sub officers, and station officers with effect from 1 October 2019.
- 1.9 The arrangements for payment of your salary are set out in [Policy number 398](#) - Payment of salary.
- 1.10 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 New rates

- 2.1 Appendices 1 and 2 detail the revised salaries, overtime rates and flexible duty supplements (FDS) for all operational roles up to group commander effective from 1 July 2024. The hourly rates shown reflect the national formula of dividing the annual rate by 52.143 (rounded to the nearest penny) and then by 42 (rounded to the nearest penny). Overtime rates are calculated similarly.

- 2.2 Appendix 3 details the station commander to group commander additional duties rates, agreed as part of the Middle Managers Agreement within the Joint Committee for Middle Managers, which commenced on 1 July 2015. These rates increase in line with NJC pay settlements.

3 Implementation

- 3.1 Implementation and payment of the revised 2024 rates of pay is in July 2024 salaries.

4 Mess manager's allowance

- 4.1 The mess manager's allowance was increased from £31.57 per month to £31.96 per month with effect from 1 July 2009.

5 Standby and related allowances

- 5.1 See [Policy number 916](#) for the standby and related allowance rates. The flat rate return of kit allowance (payable when attending [non-partial day] training courses requiring collection and transportation of PPE) increases by the application of the pay award to £13.15 with effect from 1 July 2024.

6 Sick pay

- 6.1 The terms and conditions governing entitlement to sick pay for operational members of the Brigade are set out in Section 5 of the National Joint Council's Scheme of Conditions of Service (Sixth Edition).

How much sick pay do I get?

- 6.2 Your contractual sick pay entitlement whilst on sick leave unrelated to authorised duty is full pay for six months (184 days) in any one year period, and half pay for a further six months (181 days).
- 6.3 Your contractual sick pay entitlement whilst absent on sick leave as a result of an illness or injury arising out of authorised duty is full pay for one year (365 days) and half pay for a further six months (181 days).

How is my sick pay calculated?

- 6.4 In order to calculate your entitlement to sick pay, the amount of paid sick leave taken in the previous twelve month period will be taken into consideration.
- 6.5 The period during which your sick pay shall be paid and the rate of your sick pay for any period of absence shall be calculated by deducting from your entitlement on your first day the aggregate periods of paid absence during the 12 months immediately preceding your first day of absence.
- 6.6 Absence in respect of normal sickness shall be recorded separately from absence in respect of illness or injury arising out of authorised duty. Periods of absence in respect of one shall not count against the other for the purpose of calculating your sick pay entitlement.

Can my full or half sick pay be extended?

- 6.7 Heads of service, in consultation with the Assistant Director, People Services, have discretion to reduce your full and half sick pay once your contractual entitlements have been exhausted, and to extend those periods of sick pay in exceptional cases. You will be notified of a reduction from full pay to half pay and half pay to nil pay in writing in advance by People Services. You will also be advised that you can grieve against the reduction in full or half sick pay. If you wish to grieve, then you will need to confirm this in writing within 7 days, stating the exceptional reasons why you believe your

sick pay entitlement should be extended and the resolution that you are seeking. In exceptional circumstances your sick pay may be extended.

- 6.8 The first formal grievance stage will be heard by the head of service or their nominated representative who will be no lower than a deputy assistant commissioner (or a group commander for station based staff at the rank of station officer and below).

How is Statutory Sick Pay and Employment Support Allowance included in my sick pay?

- 6.9 Your sick 'full pay' means an amount which when added to Statutory Sick Pay (SSP) and Employment Support Allowance (ESA), is equivalent to the contractual earnings that you would be paid during a period of normal working. Under no circumstances will your sick pay be calculated in such a way that when added to SSP and ESA, it exceeds normal pay.
- 6.10 In calculating your sick 'half pay', the pay is half pay plus an amount equivalent to the SSP entitlement, disregarding ESA where applicable, as long as the total sum, including ESA, does not exceed normal full pay.
- 6.11 You must declare and inform the Brigade of any entitlement to benefit related to your sickness and any subsequent alteration in circumstances on that benefit is based.

Notification and certification

- 6.12 Your sick pay is conditional on you fulfilling the requirements set out in [Policy number 1005](#) – Supporting health and wellbeing policy. Reimbursement for private medical certificates shall be provided in accordance with that policy.

What are the other sick pay provisions?

- 6.13 The [Grey Book, Section 5, Part B](#) contains provisions relating to: medical examinations; reimbursement of cost of doctor's statements; sickness during annual and public holiday leave; effect of neglect or default; independent medical opinion; continuation of sick leave pending medical appeal; third party damages; contact with infectious diseases.
- 6.14 [Policy number 551](#) - Outside employment policy contains provisions in relation to your sick pay on account of sickness/injury attributable to outside employment.
- 6.15 [Policy number 707](#) - The control of infection and infectious diseases contains provisions relating to your pay following contact with infectious disease.

7 Records

- 7.1 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 processed in accordance with [Policy number 351](#) – Data protection and privacy policy.

8 Help and support

- 8.1 Please contact the HR Helpdesk on extension 89100 and by email to IT.HR@london-fire.gov.uk or Payroll by email to payforms@london-fire.gov.uk.
- 8.2 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.

- 8.3 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 – Firefighter to station officer

Rank	Basic Salary	Basic hourly	Overtime x 1.5	Overtime PH x 2
	£		£	£
Trainee Firefighter	33,572	15.33	23.00	30.66
Firefighter Development	34,914	15.94	23.91	31.88
Firefighter Competent (from PDR sign off date)	44,800	20.46	30.69	40.92
Firefighter Competent Plus (after 5 years from PDR sign off date)	45,950	20.98	31.47	41.96
Leading Firefighter Development (paid at LFF competent rate)	48,891	22.32	33.48	44.64
Leading Firefighter Competent (from PDR sign off date)	48,891	22.32	33.48	44.64
Leading Firefighter Maximum (after 1 year from PDR sign off date)	50,045	22.85	34.28	45.70
Sub Officer Development (paid at SubO competent rate)	51,138	23.35	35.03	46.70
Sub Officer Competent (from PDR sign off date)	51,138	23.35	35.03	46.70
Sub Officer Maximum (after 1 year from PDR sign off date)	52,136	23.81	35.72	47.62
Station Officer Development (paid at StnO competent rate)	53,831	24.58	36.87	49.16
Station Officer Competent (from PDR sign off date)	53,831	24.58	36.87	49.16
Station Officer 1 year (after 1 year from PDR sign off date)	55,210	25.21	37.82	50.42
Station Officer 2 year (after 2 years from PDR sign off date)	56,592	25.84	38.76	51.68
Station Officer Maximum (after 3 years from PDR sign off date)	58,321	26.63	39.95	53.26

Legacy Protected Sub Officer rate

This Sub Officer pay scale applies if the Sub Officer/WMA was on this protected rate at the time of role to rank (16/10/2019). Prior to becoming a Watch Manager A, the employee would have been a Crew Manager 'competent plus' on the CM+ Scheme A). No staff are being placed on this rate after 16/10/2019.	Basic salary	Basic hourly	Overtime x 1.5	Overtime PH x 2
Legacy Protected Sub Officer Development/Competent rate	51,302	23.43	35.15	46.86

Appendix 2 – Station commander to group commander

Role	Basic salary	FDS	Total	Hourly Rate
	£	£	£	£
Station Commander Development (paid at Station Commander B competent rate)	60,294	12,058.80	72,352.80	33.04
Station Commander A Competent	56,750	11,350.00	68,100.00	31.10
*Station Commander A Competent Plus	57,702	11,540.40	69,242.40	31.62
Station Commander B Competent	60,294	12,058.80	72,352.80	33.04
*Station Commander B Competent Plus	61,248	12,249.60	73,497.60	33.56
Group Commander Development (paid at Group Commander B competent rate)	68,735	13,747.00	82,482.00	37.66
Group Commander A Competent	64,340	12,868.00	77,208.00	35.25
*Group Commander A Competent Plus	65,297	13,059.40	78,356.40	35.78
Group Commander B Competent	68,735	13,747.00	82,482.00	37.66
*Group Commander B Competent Plus	69,687	13,937.40	83,624.40	38.18
* Competent plus rate is paid after one year from PDR sign off date				

Appendix 3 – Station commander to group commander additional duties rates

Note:

Officers performing additional duties to maintain the operational rota will be paid their flat hourly rate multiplied by the number of extra hours providing operational cover, multiplied by:

- 50% when converting a 9 hr duty to a 24 hr duty; or
- 60% when converting a Rota Leave day to a 24 hr duty;

These rates are rounded to the nearest whole pound. Rates from 1 July 2023 following pay award are as below. The lower rate corresponds to officers on the B rate, competent; the higher rate corresponds to officers on the B rate, competent plus.

SC(D)/SC converting a 9 hr duty to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 9 hr duty as compensatory leave; or • £248 to £252
SC(D)/SC converting a Rota Leave day to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 24 hr duty as compensatory leave; or • £476 to £483
GC(D)/GC converting a 9 hr duty to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 9 hr duty as compensatory leave; or • £282 to £286
GC(D)/GC converting a Rota Leave day to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 24 hr duty as compensatory leave; or • £542 to £550

Document history

Assessments

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

EIA	17/04/2024	SDIA	25/10/2022	HSWIA	25/10/2022	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
Page 2	Application of revised London Weighting allowance.	28/01/2009
Throughout	Document updated in light of 2009 pay award.	02/09/2009
	Watch Manager Dev (Prot), Stn Mgr (Dev) min £311, Stn Mgr (Dev) Prot and Group Mgr (Dev) Prot roles deleted from document. Changes made to Watch Mgr B salary ranges.	07/09/2009
Page 3	£4,959 added to Watch Manager B Salary Range (effective date 18.09.08) row/LW 1.7.08 column.	18/09/2009
Para 8.1, page 2 Pages 3, 4, 5	London Weighting allowance updated. £5,021 added to row/LW 1.7.08 column of Appendices 1, 2 and 3. Amendment to Total Salary column in accordance with new London Weighting allowance.	13/11/2009
Throughout	Amended error in London Weighting effective date to 2009.	12/04/2010
Throughout	This policy has been renamed due to the merging of policy numbers 558a, b and c into policy number 716.	28/05/2010
Throughout	New text added to reflect 2012 agreement.	11/10/2012
Throughout	New text and rates added to reflect 2013 agreements (national and local).	01/07/2013
Throughout	New rates added to reflect 2014 national agreement. Reviewed as current.	08/08/2014
Page 5 Page 7	Amendment to wording in Appendix 1. 'Subjects list' table - template updated.	12/12/2014
Throughout	New rates added to reflect 2015 national agreement. Reviewed as current.	13/07/2015
Throughout	Changes to implement Middle Managers Agreement 2015.	24/08/2015
Throughout	New rates added to reflect 2016 national agreement. Reviewed as current.	01/08/2016
Throughout	New rates added to reflect London Weighting agreement. Reviewed as current.	17/08/2016
Page 1	Policy title changed - from 'uniformed staff (except control) pay rates' to 'uniformed operational staff pay rates'.	19/08/2016
Page 2, Para. 5.1	Change 'Standby Allowance' to 'Return of Kit allowance' to reflect March 2017 standby etc. agreement.	03/05/2017

Page/para nos.	Brief description of change	Date
Page 2, 5.1	Updated link to standby policy.	31/10/2017
Throughout	New rates added to reflect 2017 interim national agreement. Reviewed as current.	10/01/2018
Throughout Appendix 1 Appendix 2	Reviewed as current. New rates added to reflect 2018 national agreement. Please re-read to familiarise yourself with the content. Figures change apart from the London Weighting column. Figures change apart from the London Weighting column.	10/10/2018
Throughout	New rates added to reflect (i) 2019 NJC pay rise wef. 01/07/19; (ii) consolidation of London weighting allowance for FF-StnO wef. 01/10/19; and (iii) R2R changes wef. 16/10/19.	3/10/2019
Throughout, including Appendices 1-3	New rates added to reflect 2020 NJC pay rise wef. 01/07/20.	13/10/2020
Throughout	New rates added to reflect 2021 NJC pay rise wef. 01/07/21.	13/09/2021
Page 2 Page 7	New paragraph 1.3 detailing the MTA 2% skills based payment allowance wef. 01/04/22. SDIA and HSWIA updated.	18/11/2022
Throughout	New rates added to reflect 2022 NJC pay rise wef. 01/07/22.	10/03/2023
Appendix 2	Station Commander and Group Commander development rates updated to reflect paid at competent rate with effect from 01/01/23 as agreed in LFC 0765z report.	02/06/2023
Throughout	New rates added to reflect 2023 NJC pay rise with effect from 01/07/23.	03/07/2023
Page 3, para 6 Page 4, para 7 and 8	Sick pay details added. Records and, help and support details added.	06/11/2023
Appendix 2	Minor amendment to wording.	02/02/2024
Page 2, para 1.9	Reference to salary payment arrangements in Policy number 398 - Payment of salary added.	11/03/2024
Page 2, para 1.10	Values included.	02/04/2024
Page 4, para 7.1 Page 4, para 8.2	Data protection details added. Access to alternative policy format details added.	01/05/2024
Page 4, para 7.1 Page 5, para 8.3	Records Services details added. Staff suggestion scheme details added.	30/05/2024
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.

Pay	Salaries
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Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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