

## EAST SUSSEX FIRE AUTHORITY

**Meeting** Fire Authority

**Date** 10 February 2022

**Title** Annual Pay Policy Statement 2022-23

**By** Julie King, Assistant Director – People Services

**Lead Officer** John Olliver, Payroll, Pensions & HR Assurance Manager

---

**Background Papers** None

---

**Appendices** Appendix A – Pay Policy Statement

---

### Implications:

<b>CORPORATE RISK</b>		<b>LEGAL</b>	✓
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>	✓	<b>POLITICAL</b>	
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>	✓	<b>CORE BRIEF</b>	

---

**Purpose of Report** To approve the Fire Authority's Pay Policy statement for the period 1 April 2022 to 31 March 2023.

---

**EXECUTIVE SUMMARY** The Localism Act 2011 imposes a duty on relevant local authorities to prepare pay policy statements for each financial year, beginning with 2012/13. The statement must be approved by 31 March 2022.

---

**RECOMMENDATION** The Fire Authority is asked to approve the Pay Policy Statement set out in Appendix A.

---

## 1. **BACKGROUND**

1.1 Section 38 of the Act places a requirement on a relevant authority (which term includes a Combined Fire Authority) to prepare a pay policy statement for the financial year 2012-13 and each subsequent financial year. A pay policy statement must set out the authority's policies for the financial year relating to:

- The remuneration of its chief officers
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its chief officers and that of other employees who are not chief officers.
- 1.2 The statement must include the definition of 'lowest paid employees' adopted by the authority for the purposes of the statement, together with the authority's reasons for adopting that definition.
- 1.3 The statement must include the authority's policies relating to:
- The level and elements of remuneration for each chief officer
  - Remuneration of chief officers on recruitment
  - Increases and additions to remuneration for each chief officer
  - The use of performance-related pay for chief officers
  - The use of bonuses for chief officers
  - The approach to the payment of chief officers on their ceasing to hold office under or being employed by the authority, and
  - The publication of and access to information relating to the remuneration of chief officers.

A new performance related pay system for Principal Officers was implemented in 2019 following a period of consultation and agreed by the Fire Authority.

The authority must comply with its Pay Policy Statement for the financial year when making any determination relating to the terms and conditions of a Chief Officer. The Policy can be amended by the Fire Authority at any time throughout the financial year to which it relates.

- 1.4 The term remuneration in relation to a chief officer is defined by the Act as:
- The chief officer's salary or, in the case of a chief officer engaged by the authority under a contract for services, payments made by the authority to the chief officer for those services
  - Any bonuses payable by the authority to the chief officer
  - Any charges, fees or allowances payable by the authority to the chief officer
  - Any benefits in kind to which the chief officer is entitled as a result of the chief officer's office or employment
  - Any increase in or enhancement of a chief officer's pension entitlement where the increase is as a result of a resolution of the authority, and
  - Any amounts payable by the authority to the chief officer upon the chief officer ceasing to hold office under or being employed by the authority, other than amounts that may be payable by virtue of any enactment.
- 1.5 The Act prevents approval of a pay policy statement being delegated by the Authority to a Panel. The Fire Authority's first pay statement was approved and published in accordance with the guidance by 31 March 2012.

Thereafter the policy will be published annually, as soon as reasonably practicable after being approved, on the ESFRS website.

- 1.6 The Authority is asked to approve the Statement attached as Appendix 1, which has been drawn up with due regard to all relevant guidance and previous statements. Changes to the presentation reflect our experiences since the pay policy came into force and keeping under review other examples.