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**NATIONAL JOINT COUNCIL
FOR LOCAL AUTHORITIES'
FIRE BRIGADES**

**To: Chief Fire Officers/Firemasters
Chief Executives/Clerks to Fire Authorities
Chairs of Fire Authorities**

Members of the National Joint Council

28 October 1999

CIRCULAR OC/2/99

Dear Sir/Madam

1999 PAY SETTLEMENT

The following revised rates of pay and fees for members covered by the Officers' Committee are effective from 7th November 1999:

- Appendix 1 - whole-time operational officers
- Appendix 2 - whole-time control room officers
- Appendix 3 - retained officers

Yours faithfully
CHARLES NOLDA
KEN CAMERON
Joint Secretaries

WHOLE-TIME OPERATIONAL OFFICERS

1. Revised salaries effective from 7th November 1999

	£		£
<u>Senior Divisional Officer</u>		<u>Divisional Officer III</u>	
During 1st year in rank	36528	During 1st year in rank	28932
After 15 years' service	37413	After 15 years' service	29814
During 2nd year in rank	37530	During 2nd year in rank	29499
After 15 years' service	38412	After 15 years' service	30390
During 3rd year in rank	38532	During 3rd year in rank	30129
After 15 years' service	39402	After 15 years' service	31023
<u>Divisional Officer I</u>		<u>Assistant Divisional Officer</u>	
During 1st year in rank	33933	During 1st year in rank	27012
After 15 years' service	34815	After 15 years' service	27891
During 2nd year in rank	34719	During 2nd year in rank	27828
After 15 years' service	35610	After 15 years' service	28716
During 3rd year in rank	35490	During 3rd year in rank	28653
After 15 years' service	36375	After 15 years' service	29535
<u>Divisional Officer II</u>		<u>Station Officer</u>	
During 1st year in rank	30720	During 1st year in rank	25629
After 15 years' service	31605	After 15 years' service	26517
During 2nd year in rank	31920	During 2nd year in rank	26196
After 15 years' service	32805	After 15 years' service	27078
During 3rd year in rank	33171	During 3rd year in rank	26760
After 15 years' service	34056	After 15 years' service	27639

2. Overtime scales

	Basic hourly rate* £	Casual overtime rate £
<u>Station Officer</u>		
<u>not on the flexible duty system</u>		
During 1st year in rank	11.70	17.55
After 15 years' service	12.10	18.15
During 2nd year in rank	11.96	17.94
After 15 years' service	12.36	18.54
During 3rd year in rank	12.21	18.32
After 15 years' service	12.61	18.92
<u>Assistant Divisional Officer</u>		
<u>not on the flexible duty system</u>		
During 1st year in rank	12.33	18.50
After 15 years' service	12.73	19.10
During 2nd year in rank	12.70	19.05
After 15 years' service	13.11	19.67
During 3rd year in rank	13.08	19.62
After 15 years' service	13.48	20.22

* The basic hourly rates are derived by dividing the annual rate by 52.167 and then by 42

WHOLE-TIME CONTROL ROOM OFFICERS

1. Revised salaries effective from 7th November 1999

	£
	42 hour week*
<u>Principal Fire Control Officer</u>	
In 1st year	29376
After 15 years' service	30165
In 2nd year	30525
After 15 years' service	31320
In 3rd year and thereafter	31221
After 15 years' service	32013
<u>Group Fire Control Officer</u>	
In 1st year	26616
After 15 years' service	27411
In 2nd year	27141
After 15 years' service	27936
In 3rd year and thereafter	27708
After 15 years' service	28512
<u>Fire Control Officer</u>	
In 1st year	23592
After 15 years' service	24390
In 2nd year	24105
After 15 years' service	24897
In 3rd year and thereafter	24615
After 15 years' service	25416

* 42 hour week for fire control officers not on the flexible duty system (see paragraph 2 of Circular OC/15/79)

2. Casual overtime rates

	Basic hourly rate £	Casual overtime rate £
<u>Fire Control Officer not on the flexible duty system</u>		
In 1st year	10.77	16.16
After 15 years' service	11.13	16.70
In 2nd year	11.00	16.50
After 15 years' service	11.36	17.04
In 3rd year and thereafter	11.23	16.85
After 15 years' service	11.60	17.40

RETAINED OFFICERS

1. Revised fees effective from 7th November 1999

	£
Annual retaining fee - during first 3 years	2406
- after 3 years	2724
Turn-out fee	19.43
Pre-arranged attendance fee)	
Extra payment for remaining on duty) each	8.89
Payment for extra work)	
Attendance fee	9.31
Drill attendance fee	17.37

2. Long service bounty

	£
10 years' service	1347
15 years' service	1581
20 years' service	1791
25 years' service	2091
30 years' service	2304
35 years' service	2517

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**NATIONAL JOINT COUNCIL
FOR CHIEF AND ASSISTANT
CHIEF OFFICERS OF LOCAL
AUTHORITIES' FIRE
BRIGADES**

**To: Chief Executives/Clerks to Fire Authorities
Chief Fire Officers/Firemasters
Chairs of Fire Authorities**

Members of the National Joint Council

27th January 1999

Dear Sir/Madam

PAY SETTLEMENT FOR PRINCIPAL FIRE OFFICERS

1. At a meeting of the National Joint Council yesterday agreement was reached on a pay increase and some changes to conditions of service for principal fire officers.

Pay settlement

2. An increase of 5.6% has been agreed with effect from 1st January 1999. All existing salaries and salary scales for principal fire officers covered by the NJC's agreement should be increased by this amount rounded to the nearest £3. Any payments made to deputy and assistant chief fire officers with effect from 7th November 1998 (under the terms of the NJC's circular of 5th November 1998) in order to protect those officers' differentials over senior divisional officers are to be offset against the increases due from 1st January. Revised salary ranges are **attached at Appendix 1**.

Conditions of service

3. The following changes have been made to conditions of service.

National Health Service charges

4. It has been agreed that the entitlement to reimbursement of NHS charges (mainly dental treatment and prescriptions) shall cease with immediate effect. The consequent revisions to the Gold Book are **attached at Appendix 2**.

Sick pay

5. A new sick pay scheme has been agreed. To a large extent this reflects the revised Grey Book agreement by providing an entitlement to six months' full pay followed by six months' half pay for normal sickness and a year's full pay followed by six months' half pay for sickness arising from duty. However, the independent medical appeals procedure contained in the Grey Book is not included. A revised paragraph for inclusion in the Gold Book is **attached at Appendix 3** and applies to periods of sickness commencing on or after 1st February 1999.

Restrictions on re-employment

6. Agreement has been reached on a restrictive covenant that prevents a principal fire officer, after his or her termination of employment with a fire authority, divulging information to a third party which is confidential to the authority or, without the consent of the authority, taking up employment with an organisation with which the officer has been directly involved in transactions within the last two years or where the organisation could benefit from commercially sensitive information known to the officer.
7. This reflects a similar agreement reached last year by the JNC for Local Authorities' Chief Officers and complies with the recommendations of the Nolan Commission and the recent White Paper, "Modernising Local Government, a New Ethical Framework". A paragraph for inclusion in the Gold Book is **attached at Appendix 4** and has immediate effect.

General review of conditions of service

8. Both sides have also agreed to participate positively in a general review of principal fire officers' other conditions of service. This will commence immediately with a view to early completion.

Gold Book

9. A new edition of the Gold Book will be published following completion of the review.

Yours faithfully
CHARLES NOLDA
ANDREW RUSSELL
Joint Secretaries

APPENDIX 1

SALARY RANGES FOR CHIEF FIRE OFFICERS 1st JANUARY to 31st DECEMBER 1999

	Population range*	Salary range		
		Min £	Max £	Max (metropolitan and combined brigades)** £
1	Up to 240,000	48,969	63,000	
2	240,001 to 360,000	50,247	65,529	68,511
3	360,001 to 460,000	52,068	68,073	71,166
4	460,001 to 600,000	54,012	69,792	72,963
5	600,001 to 760,000	55,974	72,273	75,564
6	760,001 to 940,000	57,936	75,375	78,807
7	940,001 to 1,200,000	58,836	77,406	80,922
8	1,200,001 to 1,700,000	61,710	79,176	82,773
9	1,700,001 to 2,300,000	63,702	81,552	85,257
10	2,300,001 and over	65,883	83,922	87,741
	London	75,765	96,504	100,902

* population for salary purposes to be as for other officers of the local authority

** see paragraph 7 of the Gold Book

APPENDIX 2

NHS CHARGES

Delete existing paragraph 15 of the Gold Book.

The existing paragraph 19 of the Gold Book states:

“In relation to matters not covered herein, a principal officer shall be entitled to terms and conditions of service not less favourable than those applying to senior divisional officers under the Scheme of Conditions of Service of the National Joint Council for Local Authorities’ Fire Brigades, except that:”

Add to this list of exceptions:

“no principal officer shall be entitled to reimbursement of charges incurred under Section 77, 78 or 79 of the National Health Service Act 1977.”

APPENDIX 3

SICK PAY

Replace the existing paragraph 14 of the Gold Book with the following:

1. Entitlement

- (1) A principal officer on authorised sick leave shall be entitled to full pay for six months in any one year period. Thereafter the fire authority may reduce pay to whatever level they consider appropriate in the circumstances subject to a maximum reduction to half pay for the first six months.
- (2) A principal officer on authorised sick leave as a result of an illness or injury arising out of authorised duty shall be entitled to full pay for one year. Thereafter the fire authority may reduce pay to whatever level they consider appropriate in the circumstances subject to a maximum reduction to half pay for the first six months.
- (3) The period during which sick pay shall be paid and the rate of sick pay in respect of any period of absence shall be calculated by deducting from the officer's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.
- (4) 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 normal sickness shall not be set off against absence in respect of authorised duty for the purpose of calculating any entitlement under this paragraph.

2. Calculation of and deductions from sick pay

- (1) Where a principal officer is on authorised sick leave the expression "full pay" shall mean an amount which, when added to Statutory Sick Pay and Incapacity Benefit receivable, is equivalent to the contractual earnings that would be paid during a period of normal working.
- (2) In no circumstances shall sick pay be calculated in such a way that, when added to Statutory Sick Pay and Incapacity Benefit receivable, it exceeds normal pay. In calculating "half pay" any Statutory Sick Pay or Incapacity Benefit receivable shall be disregarded except where the resulting amount, when added to Statutory Sick Pay or Incapacity Benefit, exceeds normal pay.
- (3) A principal officer shall declare to the fire authority any entitlement to benefit related to his or her sickness and any subsequent alteration in circumstances on which such benefit is based.

3. Notification and certification of sickness

Entitlement to sick pay shall be conditional on the principal officer fulfilling the following obligations :

- (a) that notification is made immediately to the person identified for this purpose by the authority;
- (b) that further notification as to the nature and probable duration of the injury or illness is made as required by the authority;
- (c) that a doctor's statement is submitted to the authority not later than the eighth calendar day of absence;
- (d) that subsequent doctor's statements are submitted as necessary;
- (e) that, in cases where the doctor's statement covers a period exceeding fourteen days, or where more than one statement is necessary, the officer shall, before returning to work, submit to the authority a final statement as to fitness to resume duties;
- (f) that, on returning to work, the officer signs a statement detailing the reasons for all absences up to and including seven days.

4. Sickness during annual leave

A principal officer who falls sick whilst on annual leave or who is absent on account of sickness when his or her annual leave falls due shall be regarded as being on sick leave provided such absence is covered by a doctor's statement. In this event the officer may be permitted to take all or part of the outstanding leave at a later date, normally before the end of the current leave year or, in exceptional circumstances, not later than 31st March of the following year at the discretion of the fire authority.

5. Effect of neglect or default

If a principal officer refuses to undergo any medical examination required by the fire authority or has, in the opinion of the fire authority acting on medical advice, caused or substantially aggravated any illness or injury by neglect or default, or refused or neglected fully to cooperate in any medical treatment which the fire authority considers necessary, he or she shall be entitled only to such paid sick leave as the fire authority may determine.

6. Third party damages

Where a principal officer is absent as a result of an accident the fire authority shall advance to the officer a sum in lieu of and equivalent to sick pay if damages may be receivable from a third party in respect of such accident. The officer shall be requested to include in any claim for damages against a third party a sum equivalent to the said allowance and, where an element for loss of earnings is included in any reward, shall reimburse to the fire authority a sum representing the total amount of such allowance or the proportion thereof represented in the damages received.

APPENDIX 4

RESTRICTIONS ON RE-EMPLOYMENT

Add the following new paragraph to the Gold Book:

After termination of a principal officer's employment he or she:

- (i) shall not divulge any information to any third party which is confidential to the fire authority;
- (ii) shall not, without the consent of the fire authority, which will not unreasonably be withheld, within a period of twelve months take up employment with or provide services for reward to any body:
 - (a) if during the officer's last two years of employment with the authority he or she has been directly involved in transactions with that body for which the offer of employment or provision of services could reasonably be regarded as reward;
 - (b) which is likely to benefit from commercially sensitive information which is known to the officer by virtue of his or her past employment by the authority.

These provisions would not apply if the termination of employment with the fire authority arose as a result of redundancy or the externalisation of work and consequent transfer to a new employer.

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**NATIONAL JOINT COUNCIL
FOR PRINCIPAL FIRE OFFICERS
OF LOCAL AUTHORITIES'
FIRE BRIGADES**

**To: Chief Executives/Clerks to Fire Authorities
Chief Fire Officers/Firemasters
Chairs of Fire Authorities**

Members of the National Joint Council

9th January 2002

Dear Sir/Madam

**SALARY RANGES OF PRINCIPAL FIRE OFFICERS IN METROPOLITAN
AND COMBINED FIRE AUTHORITIES**

1. We are writing to inform you of an amendment to the national salary ranges for principal fire officers in metropolitan and combined fire authorities. This amendment is necessary in order to ensure that the salary ranges are consistent with the terms of paragraphs 4 and 5 of the Gold Book.
2. Paragraph 4 of the Gold Book states:

“The fire authority shall apply a salary scale within the appropriate salary range (as set out in circulars issued by the National Joint Council from time to time). The scale should comprise three points (two annual increments) with the maximum of the scale being 5% above the minimum.”
3. Paragraph 5 of the Gold Book states:

“Metropolitan and combined fire authorities shall also take into account any additional responsibilities (beyond those that are already part of the chief fire officer’s job as the executive, operational and administrative head of the brigade) arising from the separate constitutional position of such authorities. Each of the three points of the salary scale may be enhanced by up to 5% in order to reflect any such additional responsibilities. The appropriate salary range applicable to such authorities accordingly has a higher maximum.”
4. These paragraphs reflect the new three-point salary scales (maximum 5% higher than the minimum) that replaced the old five-point scales (maximum 10% higher than the minimum) with effect from 1st July 1997. However, the current maxima for metropolitan and combined authorities are only 4.55% higher than the maxima for other authorities so the full 5% enhancement cannot be absorbed by the present ranges. The range maxima for metropolitan and combined authorities have accordingly been amended so that they are 5% higher than the range maxima for other authorities. The revised maxima are **attached at Appendix 1.**

5. The application of this extended range would be entirely at the fire authority's discretion. However, the NJC has agreed that where a principal fire officer has been paid on a salary scale at the maximum of the appropriate national salary range at any time since 1st July 1997, that scale should be adjusted retrospectively so that it is at the maximum of the revised ranges **attached at Appendix 2**. The underlying assumption in reaching this agreement is that the fire authority intended as a matter of policy to pay at the top of the national range.

Yours faithfully

CHARLES NOLDA

ANDREW RUSSELL

Joint Secretaries

APPENDIX 1

SALARY RANGES FOR CHIEF FIRE OFFICERS 1st JANUARY to 31st DECEMBER 2001

	Population range*	Salary range			
		Min £	Max £	Max (metropolitan and combined authorities)** £ £	
1	Up to 240,000	51,900	66,771		
2	240,001 to 360,000	53,256	69,450	72,612	72,924
3	360,001 to 460,000	55,185	72,147	75,426	75,753
4	460,001 to 600,000	57,246	73,971	77,331	77,670
5	600,001 to 760,000	59,325	76,602	80,088	80,433
6	760,001 to 940,000	61,404	79,890	83,526	83,886
7	940,001 to 1,200,000	62,358	82,041	85,767	86,142
8	1,200,001 to 1,700,000	65,406	83,916	87,729	88,113
9	1,700,001 to 2,300,000	67,518	86,433	90,360	90,756
10	2,300,001 and over	69,828	88,947	92,994	93,393
	London	80,301	102,282	106,941	107,397

* population for salary purposes to be as for other officers of the local authority

** see paragraph 5 of the Gold Book

APPENDIX 2

REVISED SALARY RANGE MAXIMA FOR CHIEF FIRE OFFICERS 1st JULY 1997 to 31st DECEMBER 2000

Pop range	1st Jul 1997 to 31st Mar 1998		1st Apr 1998 to 31st Dec 1998		1st Jan 1999 to 31st Dec 1999		1st Jan 2000 to 31st Dec 2000	
	£	£	£	£	£	£	£	£
2	62,988	63,261	64,878	65,157	68,511	68,805	70,497	70,800
3	65,430	65,715	67,392	67,686	71,166	71,478	73,230	73,548
4	67,080	67,371	69,093	69,396	72,963	73,281	75,078	75,408
5	69,471	69,768	71,556	71,862	75,564	75,888	77,754	78,090
6	72,453	72,765	74,628	74,949	78,807	79,143	81,093	81,441
7	74,400	74,724	76,632	76,968	80,922	81,276	83,268	83,634
8	76,101	76,431	78,384	78,726	82,773	83,136	85,173	85,545
9	78,384	78,726	80,736	81,087	85,257	85,629	87,729	88,113
10	80,667	81,015	83,088	83,447	87,741	88,119	90,285	90,672
London	92,766	93,162	95,550	95,955	100,902	101,328	103,827	104,268