

National Joint Council for Local Authorities' Fire and Rescue Services

EARNINGS SURVEY 2009

Introduction

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Before completing the form please ensure the file is saved on to your own hard disk by using the "File" and "Save As ..." commands in your menu bar. This will avoid loss of data should the submission of the form via the internet fail for any reason.

If you have any questions or problems do not hesitate to contact Helen Wilkinson (contact details below). Once you have completed this form please email it back to the address below.

e-mail: helen.wilkinson@lga.gov.uk
Telephone (direct): 020 7664 3181
Telephone (switchboard): 020 7664 3131
Fax: 020 7664 3030

Deadline: 20 February 2009

How to use the form:

The tabs at the bottom of the form allow you to move through the different sections. Alternatively you can use the hyperlinks below to go direct to a particular sheet.

[Contacts](#)

Please provide your full contact details here.

[Guidance - Part A](#)

Part A covers data on all whole-time and part-time personnel (excluding retained). Complete guidance notes for Part A are available here and includes the scope, inclusions, exclusions and definitions for this section.

[Guidance - Part B](#)

Part B covers data on all retained personnel. Complete guidance notes for Part B are available here and includes the scope, inclusions, exclusions and definitions for this section.

[Part A](#)

Please enter data on all whole and part-time personnel (excluding retained) here. Full details of column order and coding are set out in the guidance sheets

[Part B](#)

Please enter data on all retained personnel here. Full details of column order and coding are set out in the guidance sheets

[Part C](#)

Please complete Part C only after you have entered, cleaned and validated all other data.

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You can also use these buttons to move to the Previous/Next section.



Clicking on these buttons will allow you to see the note relevant to that data item.

Print Guidance Notes

Allows you to print all the notes from the survey.

Save Form

Allows you to save any changes you have made to the survey.

Show Toolbar

This button is available in Parts A and B and provides useful tools to assist in the submission of data. This includes quick guidance, data cleaning tools, validation and error checking.

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Contact Details

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Fire & Rescue Service :

Name :	<input type="text"/>	Tel :	<input type="text"/>
E-mail :	<input type="text"/>	Fax :	<input type="text"/>

Thank you in anticipation of your help.
Completed forms should be returned as soon as possible or by 20 February 2009 to:
Helen Wilkinson
Local Government Association Analysis and Research
Tel: 020 7664 3181
Email: helen.wilkinson@lga.gov.uk

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**National Joint Council for Local Authorities' Fire and Rescue Services
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Notes of Guidance**

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Whole and Part-time Personnel

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TIMING
The data should relate to the pay period including the **14 November 2008**

SCOPE
This section covers all whole and part-time personnel (excluding retained) covered by the National Joint Council for Local Authority Fire and Rescue Services (Grey Book). Please **do not** include any personnel covered by the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (Gold Book) or any support or control room personnel who are covered by the National Joint Council for Local Government Services (Green Book).

COMPLETION OF THE FORM
On each line of the form the information relating to one post should be entered. Please only include posts whose incumbent received some payment in the pay period including 14 November 2008. If a particular piece of information is not available for any posts please leave the relevant field blank.

ROLE
Please enter the role in this column.

GENDER
Please enter M if the current post-holder is male and F if the current post-holder is female. Submissions are not case-sensitive but the coding (M or F) must be used.

ETHNIC ORIGIN
The ethnic group codes to be used in this survey are a condensed version of the 2001 census classifications (the groups shown in bold below). Please refer to the list below to see which ethnic categories fall within each of the headings shown on the form.

White
British
Irish
Other White

Mixed
White and Black Caribbean
White and Black African
White and Asian
Other Mixed

Asian or Asian British
Indian
Pakistani
Bangladeshi
Other Asian

Black or Black British
Black Caribbean
Black African
Other Black

Chinese or Other Ethnic Group
Chinese
Other Ethnic Group

If you are unable to show some or all of their employees by ethnic group they please record these employees as "Not Available". Please use the following codes for ethnic origin. Submissions are not case-sensitive but please ensure that they are spelt as below:

WHITE
MIXED
ASIAN
BLACK
CHINESE/OTHER
NOT AVAILABLE

AGE

Please provide the employee's age as at 1st October 2008. If you only have the employee's date of birth then please enter it in the format dd/mm/yyyy and use the recalculate age function in the toolbar. Age should be a whole number.

WHOLE-TIME / PART-TIME WORKING (EXCLUDING RETAINED)

Consistent with the Office for National Statistics' definition this survey defines part-time employees as those who work less than standard full-time contracted hours.

Please enter **WT** for full-time employees and **PT** for part-time employees. Submissions are not case-sensitive but the coding (WT or PT) must be used.

WHOLE-TIME EQUIVALENT

To calculate an employee's WTE divide the hours worked by the employee during the survey pay period by the number of hours in the whole-time standard working week for their role, normally 42. Whole-time Equivalent should be a number greater than 0 and less than or equal to 1.

If an employee is working on a part-time basis please enter the proportion of a standard full time week they work. Please only show one decimal place e.g. an officer working 25 hours per week where the standard working week is 42 hours would be shown as 0.6 (25/42 = 0.595 rounded to one decimal place is 0.6). Please enter a 1 in this column for all full-time employees.

PAY PERIOD

Please indicate the pay period covering each employee. **This pay period should then be used in reference to all hours and pay data provided.** Thus for weekly paid personnel all earnings and hours should relate to a week, for monthly paid all earnings and hours should relate to a month, etc. The pay periods are listed below; please use the codings provided below.

ONE - One weekly

TWO - Two weekly

FOUR - Four weekly

MONTH - Calendar monthly

BASIC HOURS

This section should be completed for personnel who have average basic working hours which differ from the nationally agreed 42 e.g. part-time personnel. Please use the average weekly hours rather than actual hours worked. The average weekly hours worked should be multiplied by the number of weeks in the pay period. (A standardised calendar month consists of 4.34 weeks). The hours should be shown as decimals and not actual hours and actual minutes, e.g. 36 hours and 45 minutes should be shown as 36.75 and not as 36.45. Please exclude any overtime worked during the pay period.

OVERTIME HOURS

Enter the actual number of hours of overtime worked. For example, for 4 hours paid at time and a half, enter 4 not 6. Please include both pre-arranged and casual overtime. The hours should be shown as decimals and not actual hours and actual minutes, e.g. 2 hours and 45 minutes should be shown as 2.75 and not as 2.45.

BASIC PAY

The basic salary for the employee's pay period (not the annual salary) should be entered here. Please see below for inclusions and exclusions.

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area or fringe allowances.

Exclude: all pay that relates to a different pay period, travel and subsistence expenses, and any overtime, flexible duty system supplement, and bonus or incentive pay.

This should be a number greater than 0 to two decimal places. Please ensure the number is entered as a figure and not as text.

CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS

Enter the amount paid to the employee in the pay period.

ADDITIONAL RESPONSIBILITY ALLOWANCE

Enter the amount paid to the employee in the pay period.

OVERTIME PAY

Enter the amount paid to the employee in the pay period. Please include payments for both pre-arranged and casual overtime. Please exclude payments for recall to duty or any pay for other reasons.

GROSS TOTAL PAY

The total gross pay for the employees pay period (not the annual salary) should be entered here. Thus, this figure will be the sum of the Basic pay, Continual Professional Development payments, Additional Responsibility Allowance plus any other additional payments received during the survey pay period. Please see below for inclusions and exclusions.

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area or fringe allowances. Any overtime, flexible duty system supplement, bonus or incentive pay and any other pay relating to the pay period.

Exclude: any payments for travel, subsistence or other expenses and all pay that relates to a different pay period.

Abnormal payments such as advances or arrears of pay, additional pay for statutory holidays, holiday pay for holidays outside the pay period and reimbursement of travelling, subsistence or similar expenses incurred in carrying out employers' business should be excluded. **Therefore, if an employee is in receipt of back-pay these payments should be excluded from the form.**

This should be a number greater than 0 to two decimal places. Please ensure the number is entered as a figure and not as text.

5% DAY- CREWING ANNUAL RETAINER

Please enter a 1 in this column if the employee is in receipt of a 5% annual retainer for undertaking retained duties as part of the day crewing duty system.

Common Issues

Issue: Gross Total Pay is not available for the pay period specified by the survey.

Solution: If you are not able to get Gross Total Pay figures for the period specified by the survey then please leave the Gross Total Pay field blank.

Issue: Basic hours are recorded as weekly but the pay period and pay is monthly.

Solution: Please check that the basic hours, basic pay and gross total pay all relate to the pay period specified. If all basic hours are recorded as weekly please use the recalculation tool provided in the toolbar to recalculate the basic hours into the relevant pay period.

Issue: Inclusion of staff with no Basic Hours and no Gross Total Pay for the period included in return.

Solution: If an employee did not receive any pay during the pay period and has no recorded basic pay please exclude them from this return. Any records that have nil or blank values for both basic and gross pay will be removed by the cleaning process.

Issue: Pay of part-time employees entered as if working whole-time (pro rata).

Solution: Please ensure that the basic pay relates directly to the basic hours worked and is not a whole-time equivalent.

Issue: Basic Pay is only available as an annual figure.

Solution: If all basic pay is only available as an annual figure please use the validation tool provided to recalculate based on the pay period.

Issue: Employees with multiple posts – a break down of the the hours worked and/or pay is not available for each post. All hours worked and/or pay is shown under one of their posts only.

Solution: If the data is not available for multiple posts then please enter the total hours worked and pay under the post for which the work the most.

Issue: Overtime can be claimed for multiple pay periods thus the pay and hours shown in the survey may relate to more than one pay period

Solution: It most likely that all outstanding overtime pay will have been claimed prior to Christmas therefore it is unlikely that claims made in January will relate to more than one pay period.

Issue: Backdated pay and one-off payments cause inflated gross total pay figures.

Solution: Please exclude any pay that relates to work undertaken at any time other than the specified pay period. If you are not able to extract the additional pay please leave the gross pay for these individuals blank.

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Retained Personnel

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TIMING

The data should relate to the pay period including the **14 November 2008**

SCOPE

This section covers all retained personnel covered by the National Joint Council for Local Authority Fire and Rescue Services (Grey Book).

COMPLETION OF THE FORM

On each line of the form the information relating to one post should be entered. Please only include posts whose incumbent received some payment in the pay period including 14 November 2008. If a particular piece of information is not available for any posts please leave the relevant field blank.

ROLE

Please enter the role in this column.

GENDER

Please enter M if the current post-holder is male and F if the current post-holder is female. Submissions are not case-sensitive but the coding (M or F) must be used.

ETHNIC ORIGIN

The ethnic group codes to be used in this survey are a condensed version of the 2001 census classifications (the groups shown in bold below). Please refer to the list below to see which ethnic categories fall within each of the headings shown on the form.

White

British

Irish

Other White

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian

Black or Black British

Black Caribbean

Black African

Other Black

Chinese or Other Ethnic Group

Chinese

Other Ethnic Group

If you are unable to show some or all of their employees by ethnic group they please record these employees as "Not Available". Please use the following codes for ethnic origin. Submissions are not case-sensitive but please ensure that they are spelt as below:

WHITE

MIXED

ASIAN

BLACK

CHINESE/OTHER

NOT AVAILABLE

AGE

Please provide the employee's age as at 1st October 2008. If you only have the employee's date of birth then please enter it in the format dd/mm/yyyy and use the recalculate age function in the toolbar. Age should be a whole number.

PAY PERIOD

Please indicate the pay period covering each employee. **This pay period should then be used in reference to all hours and pay data provided.** Thus for weekly paid personnel all earnings and hours should relate to a week, for monthly paid all earnings and hours should relate to a month, etc. The pay periods are listed below; please use the codings provided below.

ONE - One weekly

TWO - Two weekly

FOUR - Four weekly

MONTH - Calendar monthly

HOURS WORKED

The total number of hours for which payment for work activity has been made during the survey pay period. Work activity should include call outs, drill nights and attendance at training centres. Please do not show the hours of availability, therefore a retained firefighter who was not called out or attend any training during the survey period would have '0' in the worked column. The hours should be shown as decimals and not actual hours and actual minutes, e.g. 36 hours and 45 minutes should be shown as 36.75 and not as 36.45.

OVERTIME HOURS

Enter the actual number of hours of overtime worked. For example, for 4 hours paid at time and a half, enter 4 not 6. Please include both pre-arranged and casual overtime. The hours should be shown as decimals and not actual hours and actual minutes, e.g. 2 hours and 45 minutes should be shown as 2.75 and not as 2.45.

BASIC PAY

Please enter the employees pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions for the pay period.

Include: Annual retainer, disturbance payments, payment for work activity, compensation for remuneration lost and pay for attendance at training centres.

Exclude: Continual Professional Development Payments and Additional Responsibility Allowance which should be listed separately. All pay that relates to a different pay period, travel and subsistence expenses.

CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS

Enter the amount paid to the employee in the pay period.

ADDITIONAL RESPONSIBILITY ALLOWANCE

Enter the amount paid to the employee in the pay period.

OVERTIME PAY

Enter the amount paid to the employee in the pay period. Please include payments for both pre-arranged and casual overtime. Please exclude payments for recall to duty or any pay for other reasons.

GROSS TOTAL PAY

The total gross pay for the employees pay period (not the annual salary) should be entered here. Please see below for inclusions and exclusions.

Include: pay before deductions for PAYE, National Insurance, pension schemes and voluntary deductions. All basic pay relating to the pay period. London and other area or fringe allowances. Any overtime, bonus or incentive pay and any other pay relating to the pay period.

Exclude: any payments for travel, subsistence or other expenses and all pay that relates to a different pay period.

Abnormal payments such as advances or arrears of pay, additional pay for statutory holidays, holiday pay for holidays outside the pay period and reimbursement of travelling, subsistence or similar expenses incurred in carrying out employers' business should be excluded. **Therefore, if an employee is in receipt of back-pay these payments should be excluded from the form.**

This should be a number greater than 0 to two decimal places. Please ensure the number is entered as a figure and not as text.

LESS THAN 100% RETAINER

Please enter a **Y** in this column if the employee is receiving a less than 100% annual retainer, or if they are paid on a locally agreed rate and work restricted hours

Common Issues

Issue: Gross Total Pay is not available for the pay period specified by the survey.

Solution: If you are not able to get Gross Total Pay figures for the period specified by the survey then please leave the Gross Total Pay field blank.

Issue: Basic hours are recorded as weekly but the pay period and pay is monthly.

Solution: Please check that the basic hours, basic pay and gross total pay all relate to the pay period specified. If all basic hours are recorded as weekly please use the recalculation tool provided in the toolbar to recalculate the basic hours into the relevant pay period.

Issue: Inclusion of staff with no Basic Hours and no Gross Total Pay for the period included in return.

Solution: If an employee did not receive any pay during the pay period and has no recorded basic pay please exclude them from this return. Any records that have nil or blank values for both basic and gross pay will be removed by the cleaning process.

Issue: Overtime can be claimed for multiple pay periods thus the pay and hours shown in the survey may relate to more than one pay period

Solution: It most likely that all outstanding overtime pay will have been claimed prior to Christmas therefore it is unlikely that claims made in January will relate to more than one pay period.

Issue: Basic Pay is only available as an annual figure.

Solution: If all basic pay is only available as an annual figure please use the validation tool provided to recalculate based on the pay period.

Issue: Employees with multiple posts – a break down of the the hours worked and/or pay is not available for each post. All hours worked and/or pay is shown under one of their posts only.

Solution: If the data is not available for multiple posts then please enter the total hours worked and pay under the post for which the work the most.

Issue: Backdated pay and one-off payments cause inflated gross total pay figures.

Solution: Please exclude any pay that relates to work undertaken at any time other than the specified pay period. If you are not able to extract the additional pay please leave the gross pay for these individuals blank.

Retained Personnel

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ROLE	GENDER	ETHNIC GROUP	AGE	PAY PERIOD	BASIC HOURS	OVERTIME HOURS	BASIC PAY	CPD PAYMENTS	ADDITIONAL RESPONSIBILITY ALLOWANCE	OVERTIME PAY	GROSS TOTAL PAY	LESS THAN 100% RETAINER
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Part C - additional questions

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Alternative Duty Systems, i.e. other than those contained in Section 4, part A of the Grey Book

Please enter details of any alternative duty systems in use at your Fire & Rescue Service in the box below

Additional Responsibility Allowance

Please enter details of any Additional Responsibility Allowance payments listed on Part A of this survey form in the box below.

Disability

Please enter the total number of disabled personnel at your Fire & Rescue Service

Secondary Contracts

Please enter the total number of personnel who have secondary contracts within your Fire & Rescue Service e.g. wholetime/retained, community fire safety, training etc.

Please enter details of these secondary contracts in the box below

Recruitment & Retention

Is your Fire & Rescue Service currently experiencing any recruitment or retention difficulties?

Recruitment Difficulties:

Retention Difficulties:

Please enter details of the problem(s) and any actions you have taken to remedy your recruitment and/or retention difficulties in the box below

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