



PAY POLICY STATEMENT

February 2019

To be revised in 2020

Pay Policy Statement 2019/20

1 Introduction

- 1.1 The Localism Act 2011 (the Act) requires the Council to prepare a pay policy statement. The pay policy statement must articulate the Council's approach to a range of issues relating to the pay of its workforce.
- 1.2 This statement will be subject to annual review and approval by Full Council.
- 1.3 This statement will be published on the Council's website following each review and approval by Full Council.

2 Scope of Policy

- 2.1 In accordance with the Act, the statement sets out the Council's policies relating to the remuneration of Chief Officers, as defined under the Act and Section 2 (6) of the Local Government and Housing Act 1989 which includes the Joint Chief Executives (with the joint responsibility for carrying out the responsibilities of the Head of Paid Service), Statutory Officers – Section 151 Officer and Monitoring Officer, Heads of Service, the Service Managers and officers who report directly to a Chief Officer.

3 The Aims of the Policy

- 3.1 The Policy aims to:
 - Provide clarity on the level and elements of remuneration of Chief Officers.
 - Provide definition of its lowest paid employees and compare the pay relationship between the lowest and highest pay.
 - Provide clarity on other specific aspects of Chief Officers remuneration e.g. remuneration on recruitment, increases and additions to remuneration, performance related pay and bonuses, termination payments, transparency.

4 Remuneration

- 4.1 In 2009/2010 the Council undertook a pay and grading review of all posts using the Hay scheme. NJC and JNC spinal points were used however the pay structure is not an NJC or JNC structure.
- 4.2 The approach to pay position did not differ between levels of employee, however, the Head of Paid Service (Joint Chief Executives) pay model differs from the rest of the workforce pay structure. All pay grades have four increment points within each grade. The Joint Chief Executives pay model currently has one additional discretionary increment related to performance.

5 Remuneration of Employees

- 5.1 For employees subject to the “National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services” (known as the “Green Book”) the national pay spine ends at SCP 43, the Council has locally extended this to SCP 51. There are currently no employees paid below scale 2, SCP 4. With effect from the 1st April 2019 this is £18,426 pa, £9.57 per hour. The National Living Wage for those aged 25 and over will increase on the 1st April 2019 to £8.21 per hour.
- 5.2 The grade of a post is determined through the Council’s job evaluation scheme which directly establishes the relative levels of posts according to know-how, accountabilities and problem solving requirements of the roles. The evaluated score will determine the banding level paid within a locally agreed banding structure. The Council presently use Hay Job Evaluation to evaluate all posts.
- 5.3 The Council adopts the national pay bargaining arrangements in respect of the revision of pay spines.
- 5.4 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates.

6 Remuneration of Chief Officers

Joint Chief Executives/Head of Paid Service

- 6.1 The terms and conditions of employment applicable to the Head of Paid Service, whose role is carried out by the Joint Chief Executives, are as determined by the JNC for Chief Executives of Local Authorities as amended/supplemented or superseded by decisions on conditions of service made by the Council from time to time.
- 6.2 There are five incremental points in the grade and progression through the grade is by annual increment, which normally happens on 1st April each year. The salary for Joint Chief Executives with effect from 1st April 2019 will be £98,908pa

Heads of Service

- 6.4 All remaining officers, including the other named Chief Officers in 2.1 above in the statement, are under NJC terms and conditions.
- 6.5 There are five Heads of Service (grade 12) who report directly to the Joint Chief Executives as there are no Directors within the Corporate Management Structure. There are four incremental points in the grade and progression through the grade is by annual increment which normally happens on 1st April each year. The salary scale for 2019/20 is detailed below.

Service Managers and Other Officers Who Fall Within the Scope of this Statement

- 6.6 There are eight Service Managers (grade 11) who report either directly to the Joint Chief Executives, the Chief Finance Officer (Section 151 Officer) or the Monitoring Officer. The remaining four Service Managers report directly to the Head of Service for Planning and Regeneration or the Head of Service for Communities.
- 6.7 In addition to the posts identified in paragraph 6.6, the Economic Development Manager (grade 9), the Facilities Officer and Engineer (grade 8), the Estates Officer (grade 6), the Environmental Services Team Leader (grade 9), and the Corporate Health and Safety Officer (grade 8) are also designated as Deputy Chief Officers as the post reports to the Head of Environmental Services, Economic Development & Major Projects. The Human Resources Manager reports directly to the Joint Chief Executives, so the direct reports into that post and therefore designated Deputy Chief Officers are the HR Business Partner (grade 9) and the Learning & Development Business Partners (grade 9).
- 6.8 The salary scales for grades 6 to 12 are detailed below:

NJC Spinal Column Points	£ per annum	Grade	Incremental Points
23	£26,999	Grade 6	1
24	£27,905		2
25	£28,785		3
26	£29,636		4
27	£30,507	Grade 7	1
28	£31,371		2
29	£32,029		3
30	£32,878		4
31	£33,799	Grade 8	1
32	£34,788		2
33	£35,934		3
34	£36,876		4
35	£37,849	Grade 9	1
36	£38,813		2
37	£39,782		3
38	£40,760		4
39	N/A		
40	£42,683	Grade 10	1
41	£43,662		2
42	£44,632		3
43	£45,591		4

44**	£49,350	Grade 11	1
45**	£50,336		2
46**	£51,343		3
47**	£52,368		4
48**	£56,685	Grade 12	1
49**	£57,822		2
50**	£58,976		3
51**	£60,156		4

****Local
Spinal
Column
Points**

7 Statutory Officers

- 7.1 The Corporate Services Manager acts as Returning Officer for all Council elections for which an additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of Council elections. The fee payable is calculated jointly with Leicestershire Electoral Administrators Group, currently based on a set amount for the number of electors for each ward, £56.77 per 500 local government electors or part thereof in a contested election. District Elections take place on a four year cycle although by-elections may take place at other times. The Council also acts as Returning Officer for other elections (County, Police and Crime Commissioner, European, Referendums, Parishes).
- 7.2 The role of Monitoring Officer is undertaken by The Head of Legal and Democratic Services. There are no additional payments made for the undertaking of these roles. The role of Section 151 Officer is undertaken by the Head of Finance and Corporate Services.
- 7.3 The role of Deputy Monitoring Officer is currently undertaken by the Service Manager for Legal and Democratic and also the Senior Solicitor and Team Leader for Legal Services. The role of Deputy Section 151 Officer is undertaken by the Finance Service Manager.

8 Pay Multiples

- 8.1 The lowest paid employees from April 2019 will be paid an annual salary of £18,426 pa (increment 1 of the lowest grade, grade 2) and the highest will be paid £98,908 pa (increment 5 of the highest grade). This equates to a multiple of 5.36. This falls well within the limits of a multiple of 20 as commented on in the Review of Fair Pay in the Public Sector report (Will Hutton 2011).

9 General Principles

- 9.1 New appointments will normally be made at the minimum of the relevant pay

scale for the grade, although recruiting managers, in consultation with Human Resources have discretion to offer a higher scale point to secure the best candidate and based on relevant experience. Access to the Councils Resettlement Scheme may also be granted in certain cases.

- 9.2 Progression within each band will normally be by annual increment at 1 April each year subject to;
- Satisfactory performance
 - The top of the band not being exceeded
- 9.3 The Council does not apply performance related pay or bonuses except for the Joint Chief Executives/Head of Paid Service posts which have a discretionary performance related incremental point as detailed in 6.3 above.
- 9.4 Included in the pay and conditions of service April 2010 are mechanisms for market related pay and additional responsibility payments (honoraria). These mechanisms have clear processes to follow.
- 9.5 Essential and Casual Car User allowances are paid in appropriate circumstances. Following Council approval, car allowances were revised in 2017 and took effect from April 2018.

10 Severance Payments

- 10.1 Severance payments as outlined below have previously been determined by Council.
- 10.2 Early payment of retirement benefits at the member's request (Regulation 30). (Adopted but only in cases where there is no cost incurred by the Council).
- 10.3 Flexible retirement – requirements as to time of payment (Regulation 18). (A member, with their employer's consent reduces their hours and/ or grade can, but only with the agreement of the employer, make an election to the administering authority for payment of their accrued pension benefits without having retired from employment). (Adopted but only in cases where there is no cost incurred by the Council).
- 10.4 Chief Officer staff will not be differentiated from other members of staff in terms of remuneration on resignation or termination.

11 Other Remuneration Elements

- 11.1 Other elements which make up remuneration include:
- Stand by and / or call out, Additional hours and Overtime payments, Public and Extra Statutory Days, Annual Leave, Public Holidays, Car User Allowances, Additional Responsibility payments, Payment of Professional Fees, Language Skills payment, Designated First Aider payment.

- 11.2 These payments may apply to posts or to any individuals across the Council and are not limited to Chief Officers.

12 Implementing the Policy and Procedure

- 12.1 Should be read in association with the HDC Pay and Conditions of Service (April 2010) and the Pensions and Retirement Discretionary Powers.
- 12.2 The policy should be complied with when HDC sets the terms and conditions for any Chief Officer.
- 12.3 The JNC conditions of service are incorporated in Joint Chief Executives' employment contracts. During employment with the Authority the rate of pay, including nationally agreed pay awards, any other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other conditions of service will be in accordance with the JNC for Chief Executives of Local Authorities Scheme of Conditions of Service as adopted by the Authority from time to time and as supplemented and applied by the Authority's terms, conditions, policies and procedures.
- 12.4 For all other Officers, NJC conditions of service are incorporated into employment contracts. During employment the rate of pay, including nationally agreed pay awards, overtime and other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other conditions of service will be in accordance with the Scheme of Conditions of Service of the National Joint Council for Local Government Services (Green Book) as adopted by the Council from time to time and as supplemented, applied and amended by the Council's terms, conditions, policies and procedures.

13 Disclosure of Chief Officer Pay

- 13.1 The threshold level for disclosure of senior pay for future years will be from pay grade 11, SCP 45.
- 13.2 The Council acknowledges that pay is not the only means of rewarding employees across the whole workforce for their work and will look to provide other non-financial incentives to support recruitment and retention of high quality people. This includes good working conditions, flexible working, well being initiatives, generous annual leave and development opportunities.