

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
PAY POLICY STATEMENT 2016/17

1. INTRODUCTION

- 1.1 The Localism Act 2011 (Sections 38 to 43) requires Local Authorities to produce a Pay Policy Statement for each financial year.
- 1.2 The Act and supporting statutory guidance provides details of matters that must be included in the Pay Policy Statement but also recognises that each Local Authority has the autonomy to determine its own pay structure and pay policies. The Pay Policy Statement must be formally approved by Full Council by the end of March each year (although it can be amended in-year), must be published on the Council's website and must be complied with when setting terms and conditions for Chief Officers as defined in the Act.

2. SCOPE

- 2.1 This Pay Policy Statement includes a policy on:
- a) The level and elements of remuneration for each Chief Officer;
 - b) The remuneration of the lowest paid employee;
 - c) The relationship between the remuneration of Chief Officers and other Officers; and
 - d) Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.
- 2.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and other discretionary payments.
- 2.3 Under the Local Government and Housing Act 1989, a 'Chief Officer' is defined as:
- The Head of Paid Service, as designated under Section 4(1);
 - The Monitoring Officer, as designated under Section 5(1);
 - A Statutory Chief Officer, as detailed in Section 2(6);
 - A Non-Statutory Chief Officer, as detailed in Section 2(7); and
 - A Deputy Chief Officer, as detailed in section 2(8).
- 2.4 At East Cambridgeshire District Council, this would apply to the following posts:
- Chief Executive
 - Director (Regulatory Services)
 - Director (Support Services)
 - Director (Commercial and Corporate Services)
 - Chief Financial Officer (s151 Officer)
 - Legal Services Manager (Monitoring Officer)

3. **CHIEF OFFICER SALARIES**

3.1 The current salary scales for the staff in 2.4 are as presented in the table below.

3.2 From 1st April 2016, incremental progression through the salary scale will be determined each year as part of the annual appraisal and will be dependent on the individual being awarded a rating of either 'excellent' or 'outstanding' in accordance with the Council's Performance Management Scheme.

POST	SALARY SCALE £'S*					
	MINIMUM				MAXIMUM	
Chief Executive	116,928	119,849	122,771	125,696	128,618	
Director (Regulatory Services)	62,994	64,576	66,149	67,724	69,300	
Director (Support Services)	62,994	64,576	66,149	67,724	69,300	
Director (Commercial and Corporate Services)	62,994	64,576	66,149	67,724	69,300	
Chief Financial Officer (part time, 18.5 hours p/w)**	26,005 (52,011)	26,654 (53,309)	27,305 (54,610)	27,954 (55,909)	28,607 (57,214)	
Legal Services Manager (Monitoring Officer)	42,957	43,990	45,066	46,141	47,219	48,295

* Figures as at 1st January 2015.

** For the Chief Financial Officer, both his part-time and full-time equivalent salary ranges are detailed.

3.3 In addition, the following posts also attract additional payments for extra or special responsibilities as set out below:

POST	REASON FOR ALLOWANCE	AMOUNT
Chief Financial Officer (part time)	S151 Officer	£5,000 per annum
Legal Services Manager	Monitoring Officer	£3,436 per annum

3.4 With the exception of the Legal Services Manager post, all Chief Officer posts have been evaluated using the HAY Job Evaluation Scheme. The Legal Services Manager post has been evaluated using the NJC Job Evaluation Scheme.

- 3.5 The salaries shown include the 2015/16 Pay Award of 2.2% (determined by the National Joint Council for Local Government Services) that took effect from 1st January 2015. The salaries will continue to be updated each year in accordance with the agreed NJC pay award.

4. REMUNERATION OF EMPLOYEES

- 4.1 All staff below Chief Officer level are employed on terms and conditions in accordance with the NJC National Agreement on Pay and Conditions of Service (commonly known as the “Green Book”). The Council currently uses a pay spine that commences at Spinal Column Point (SCP) 6 and ends at SCP 57. The pay spine currently in use is divided into 13 pay scales, which contain various incremental points. Scale 1 is the lowest scale and Scale 13 is the highest of these pay scales. Posts are allocated to a scale through a job evaluation process. The values of the SCPs are increased by the pay award notified from time to time by the National Joint Council for Local Government Services.
- 4.2 From 1st April 2016, incremental progression through the salary scale will be determined each year as part of the annual appraisal and will be dependent on the individual being awarded a rating of either ‘excellent’ or ‘outstanding’ in accordance with the Council’s Performance Management Scheme.
- 4.3 For the purposes of this Pay Statement, “Green Book” employees on Scale 1 are defined as our lowest paid employees as there are no employees of the Council paid at a SCP that is lower than a point contained in Scale 1. The bottom of Scale 1 is current SCP 6 and the top is SCP 11. At 1st January 2015 (following the implementation of the pay award), the full-time equivalent (FTE) annual values of these two SCPs were £13,614 (SCP 6) and £15,207 (SCP 11).
- 4.4 On 1st April 2016, the National Living Wage will be introduced at a rate of £7.20 per hour which means that the current bottom three pay points on the ‘Green Book’ pay spine will be below that statutory minimum level. The current hourly rate of SCP6 is £7.06 (£13,614); SCP7 is £7.11 (£13,715) and SCP8 is £7.19 (£13,871). Therefore, from 1st April 2016, employees currently paid on SCPs 6, 7 and 8 will have their pay increased in accordance with the National Living Wage, which in local government equates to £13,891 per annum (£7.20 per hour).

5. TERMS AND CONDITIONS OF EMPLOYMENT

- 5.1 The terms and conditions of employment for the Chief Executive is in accordance with the Joint Negotiating Committee for Chief Executives, Scheme of Conditions of Service and as varied by local agreement.
- 5.2 The terms and conditions of employment for the three Directors and the Chief Financial Officer (part time) (the Council’s s151 Officer) are in accordance with the Joint Negotiating Committee for Chief Officers, Scheme of Conditions of Service as varied by local agreement.

- 5.3 The terms and conditions of employment for all other staff (including the remaining posts set out in 2.4) are in accordance with the National Joint Council for Local Government Services as varied by local agreement.

6. REMUNERATION ON RECRUITMENT

- 6.1 Recruitment of Chief Executive and 'Chief Officer' (as defined by the Localism Act) posts are as set out in the Council's Constitution Part 4, Section 6, Officer Employment Procedure Rules.
- 6.2 The starting salary of all newly appointed officers will be in accordance with the principles set out in the Council's Recruitment and Selection Policy and Handbook designed to avoid inequality.

7. BONUSES AND OTHER ADDITIONAL PAYMENTS/ALLOWANCES/BENEFITS PAYABLE TO CHIEF OFFICERS

- 7.1 There are currently no bonus payments in place.
- 7.2 The Chief Financial Officer (part time) and the Legal Services Manager both receive special responsibility payments as set out in 3.3.
- 7.3 The Chief Executive receives an employer contribution to the provision of a leased car of £8,028 per annum. This scheme is now closed to staff.
- 7.4 The Director (Regulatory Services) receives a payment of £3,415 per annum for being an emergency pager holder.
- 7.5 The other eligible allowances and expenses payable to the posts set out in paragraph 2.4 of this statement are as set out:
- Professional subscriptions
 - Childcare (as per the Council's Childcare policy)
 - Relocation Scheme (where applicable for new staff)
- 7.6 The Chief Executive is eligible for free BUPA membership at a cost to the authority of £545.31 per annum. This scheme is now closed to staff.
- 7.7 The Council will meet or reimburse authorised (nationally determined) travel, accommodation and subsistence expenses for attendance away from the normal place of work on approved Council business. The Council does not regard such expenses as remuneration but as non-pay operational expenses. The same approach applies to legitimate Health and Safety reimbursements.

8. PENSION CONTRIBUTIONS

- 8.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table.

Band	Pay Bands	Contribution Rates
1	Up to £13,600	5.5%
2	£13,601 - £21,200	5.8%
3	£21,201 - £34,400	6.5%
4	£34,401 - £43,500	6.8%
5	£43,501 - £60,700	8.5%
6	£60,701 - £86,000	9.9%
7	£86,001 - £101,200	10.5%
8	£101,201 - £151,800	11.4%
9	£151,801 or more	12.5%

8.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The current rate is 17.0%.

8.3 The Council's discretions on pension enhancements are set out in the approved Pensions Discretion Statement. This was approved in September 2012.

9. SEVERANCE PAYMENTS/PENSION BENEFITS

9.1 Severance payments (i.e. redundancy, pay in lieu of notice) are made in accordance with the Council's approved employment policies (e.g. Redundancy Policy).

9.2 Redundancy payments are calculated in accordance with the statutory scheme based on actual contractual weekly pay.

9.3 Where there is a business case for doing so, the Council (and/or as delegated) may approve to exceed the level of statutory payments (redundancy) (and pension enhancements) to enable longer-term savings, thereby seeking to achieve best value for the Council.

9.4 An employee who is aged 55 or over and has their employment terminated (for non disciplinary reasons) will be entitled to immediate payment of their pension benefits (if a member of the Local Government Pension Scheme and they satisfy the qualifying criteria).

9.5 The Chief Executive (Head of Paid Service), Chief Financial Officer (Section 151 Officer) and the Legal Services Manager (Monitoring Officer) occupy statutory positions and specific rules on termination apply (as set out in the respective Scheme of Conditions of Service Handbook).

9.6 The Council also has an agreed Flexible Retirement Policy which can be utilised in the event of mutual benefit to the Council and the officer.

9.7 New Regulations have been drafted concerning exit payments in the public sector, the first being the Public Sector Exit Payment Regulations and the second being the Repayment of Public Sector Exit Payment Regulations which are both due to come into effect later this year. The first applies a cap of £95,000 on exit payments, and

the second allows for the recovery of exit payments when a high earner returns to any part of the public sector within 12 months after exit. Relevant Council employment policies will be amended once the full details and implications are known.

10. RELATIONSHIP BETWEEN HIGHEST AND LOWEST GRADE OF STAFF

- 10.1 The lowest paid grade for East Cambridgeshire District Council is Scale 1 of the National pay structure. The pay range for Scale 1 is currently £13,614 - £15,207 per annum. The highest paid post is that of Chief Executive with a pay scale of £116,928 - £128,618 per annum.
- 10.2 The ratio between the highest grade and lowest grade at the scale minimum pay point is 1:8.59 and at the scale maximum pay point is 1:8.46. Ratios are based on base salary and do not include other payments.
- 10.3 The Council does not have a specific policy on pay ratios between the highest and lowest graded posts, but will continue to monitor the ratio each year within the Pay Policy Statement.

11. ELECTION FEES

- 11.1 The Returning Officer has overall responsibility for the conduct of elections.
- 11.2 The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council, the role of Returning Officer is one of a personal nature and is separate and distinct from their duties as an employee of the Council.
- 11.3 Election fees are paid for electoral duties and are separate and additional to basic salary.
- 11.4 The Chief Executive is the Council's Returning Officer.
- 11.5 The fees for local elections are set on a countywide basis through the Association of Electoral Administrators, Cambridgeshire Group.
- 11.6 The fees for all other elections are set by the Electoral Commission.
- 11.7 Other officers, including some of the posts set out in paragraph 2, may receive additional payments for specific election duties.
- 11.8 Only fees for District Council elections are met by this Council.

12. DISCLOSURE

- 12.1 This Pay Policy Statement will be published annually by 31st March and made available on the Council's website. The Council already publishes details of all staff paid above £50,000 on the Council's website.

13. REVIEW

13.1 The Pay Policy Statement will be updated annually as required by the Localism Act.