

# Pay Policy Statement

Version:	<b>Version 4</b>
Policy Ratified by:	<b>Full Council</b>
Date:	<b>10<sup>th</sup> March 2015</b>
Area Applicable:	<b>All Caerphilly employees (including Agency Workers) except School contracted employees.</b>
Review Year	<b>Financial Year 2015 - 16</b>
Impact Assessed	<b>Yes</b>



A greener place    Man gwyrddach



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## **1. Introduction & Purpose**

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power “to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy statement sets out Caerphilly CBC’s approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011. This requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012/2013 and for each financial year after that, detailing:
- a) The Council’s policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
  - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
  - c) The Council’s policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
  - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters has been issued in Wales by the Minister for Local Government and Communities and, in accordance with section 40 (2) of the Act, Local Authorities in Wales must have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements.
- 1.3 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on the 11<sup>th</sup> of March 2014. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 10<sup>th</sup> of March 2015.
- 1.4 This pay policy statement needs to be placed in context. Caerphilly County Borough Council is a large complex organisation with a multi-million pound budget. CCBC for 2014/15 financial year has a workforce of circa 9,600 employees and a combined revenue and capital budget for 2014/2015 of over £500 million. We are in addition the largest single employer based in the County Borough.
- 1.5 As an employer we have a very wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.

## **2. Legislative Framework**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act 2010, the Council aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

## **3. Scope of the Pay Policy**

- 3.1 The Localism Act 2011 requires local authorities to develop and make public their Pay Policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the “lowest paid” in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

3.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school head teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the local authority but decisions about the appointment and management of such employees are mostly discharged by head teachers/governing bodies, as appropriate.

#### **4. Pay Structure and Arrangements**

4.1 Caerphilly utilizes the Greater London Provincial Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services, as the basis for its local grading structure. In terms of Chief Officers, the council uses the Hay Job Evaluation process which allows the posts to be effectively benchmarked against the internal and external markets, as approved by Cabinet in 2004. This determines the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant. Our localized Pay & Grading structure was achieved through a collective agreement with the Trades Unions, and implemented with effect from the 1<sup>st</sup> of April 2009.

4.2 In addition to the NJC arrangements referred to above the Council recognizes other Nationally negotiated arrangements including JNC for Chief Executives and Chief Officers, National Pay Grades under the Soulbury Agreement, and the National Pay Grades under the JNC for Youth & Community Workers. The details of these scales are contained in Appendices A – D.

4.3 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary, subject to the approval of Head of Service. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector, and is incorporated in our Market Supplement Pay Scheme.

#### **4.4 Market Supplements**

All other pay related allowances are subject to either nationally or locally negotiated rates, that are determined in accordance with collective bargaining machinery and/or Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money against the ability to recruit and retain appropriately skilled and experienced employees that can deliver high quality services to the public.

The Council has committed itself to being a “Living Wage Employer”. We have been accredited by the Living Wage Foundation and are listed on their register of accredited Living Wage Employers. The previous Living Wage rate was £7.65 per hour as covered in last years pay policy. With effect from the 1<sup>st</sup> of November 2014 this rate was up rated to £7.85 per hour. Council as part of the budget setting process for 2015-16 on the 25<sup>th</sup> of February, has approved the adoption of the new rate as our lowest paid salary point. This has been backdated to take effect from the 1<sup>st</sup> of November 2014. The Council has therefore paid the difference between the relevant Spinal Column Point (SCP’s 5 – 10 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council’s NJC Payscale as provided in Appendix A.

#### **4.5 Honoraria / Acting Up arrangements**

Periodically individuals may be assigned permanent / temporary duties or responsibilities over and above their normal role. The Council operates its Acting Up and Honoraria Schemes to ensure that individuals are appropriately remunerated.

#### 4.6 **Early Retirement, Voluntary Severance & Redundancy**

The Council operates an Early Retirement & Redundancy Scheme, payments under which are authorized by elected members who sit on the subcommittee with the delegated powers of approval. The scheme is in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. Our current Redundancy scheme is attached at Appendix F. The Council's Early Retirement and Voluntary Severance Schemes are underpinned by the requirement for a robust business case with Head Of Service, Director, Head Of Workforce & OD, and Section 151 Officer approval. The detail of the schemes are attached at Appendices G & H.

4.7 The Council is the major employer in the area. Indeed, a majority of the employees who work for the Council live within Caerphilly County Borough. As such, the Council must have regard to its role in improving the economic well-being of the people of the County Borough.

4.8 The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark on pay and conditions for other employers in the area for the same reasons.

4.9 The Council is committed to working in partnership with its recognised trade unions in relation to all pay and conditions of service matters. The 2009 Collective Agreement to achieve our New Pay & Grading Structure was achieved with the support of our Trades Union partners. We continue to review our Workforce Strategy for dealing with the impacts of the Medium Term Financial Plan, and the tough economic circumstances that accompany this.

4.10 In 2013 we agreed the introduction of a revised mileage scheme at 50p per mile to ensure that the Council is able to achieve a balance between the need to compensate staff for travelling expenses and ensuring value for money. This is indicative of the positive relationship which exists between the Council, the trade unions and the workforce in respect of the realities of achieving an appropriate balance between (a) pay and (b) the safeguarding of employment and service delivery. That mileage scheme has been further revised in the 2015-16 Budget setting process. Council has agreed that the mileage rate should be changed to 45p per mile as per the budget setting process at Council on the 25<sup>th</sup> of February 2014. This will be implemented at a date to be determined following appropriate notice.

### 5. **Chief Officer Remuneration**

#### 5.1 **Definitions of Chief Officer / Pay Levels**

5.1.1 For the purposes of this Pay Policy statement, "Chief Officers" are as defined within Section 43 of the Localism Act.

The 20 Chief Officer posts within the substantive structure at Caerphilly Council which fall within the statutory definition of Section 43 as at 1<sup>st</sup> of April 2013 are:

- |    |                        |             |
|----|------------------------|-------------|
| a) | Chief Executive        | (1 post) *  |
| b) | Deputy Chief Executive | (1 post) *  |
| c) | Corporate Directors    | (2 posts)   |
| d) | Heads of Service       | (16 posts)* |

\* There are currently interim and acting arrangements in place relating to the posts of Chief Executive, Deputy Chief Executive, Director of Corporate Services, Head of Legal Services and Head of Corporate Finance. Full Council at its meeting on 25th February 2015, agreed that the interim designation of Acting Deputy Chief Executive will cease on 30th of April 2015 with further consideration when the Authority is able to look at permanent arrangements.

5.1.2 Following the council meeting on the 17<sup>th</sup> of January 2013, the pay structure for Chief Officers is as follows:-

- The Chief Executive Officer salary increase is set at a one off spot salary of £137,000, to remain frozen for the period of the current administration (May 2017). It should be noted that this payment is not in line with the official pay range for the role (see Appendix D), but is in keeping with the agreement made by the individual as part of the Council decision making process of the 17<sup>th</sup> of January 2013.

It should be noted that the current Interim Chief Executive was appointed on the first incremental point of the approved Chief Executive salary range as per Appendix D.

- Deputy Chief Executive - The salary of the post fall within a range of four incremental points between £119,250 rising to a maximum of £132,500 per annum;
- Corporate Directors - The salary of the posts fall within a range of four incremental points between £107,396 rising to a maximum of £119,329 per annum;
- Heads of Service (Band A) - The salary of the posts fall within a range of four incremental points between £80,366 rising to a maximum of £89,295 per annum
- Heads of Service (Band B) - The salary of the posts fall within a range of four incremental points between £62,097 rising to a maximum of £68,997 per annum

All of the above post holders were employed on the lowest incremental point of the scales at 1st April 2013, (or the next highest increment where the lowest increment in the new structure is lower than previous pay point)

- No bonus or performance-related pay mechanism is applicable to any Chief Officers' pay.
- The higher band A+ will not be used for the period of the current administration. The issue of Chief Officer pay will not be revisited in the lifetime of the current administration unless required by law or Local Government regulations. Any future proposal at any time would require a final decision by Full Council.

## **5.2 Recruitment of Chief Officers**

5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.

5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment.

5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under "contracts for service". These will be sourced through a relevant procurement process (in accordance with standing orders and financial regulations), ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. There are however no current examples of this arrangement.

5.2.4 Welsh Government recommends in addition to agreeing the parameters for setting the pay of chief officers, full council should be offered the opportunity to vote on large salary packages that are to be offered in respect of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.

5.2.5 For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2005. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.

5.2.6 There is a requirement to specifically consult the Independent Remuneration Panel on any future changes to the salary of the Head Of Paid Service (in our case Chief Executive) that is 'not commensurate with a change to the salaries of the authorities other staff'. The Council is then required to give due regard to their recommendations on the salary of the Head of Paid Service prior to considering any changes.

### **5.3 Additions to Salary of Chief Officers**

5.3.1 In addition to basic salary, set out below are details of other elements of chief officer remuneration:

- The Council pays a standard mileage rate of 50p pence per mile to Chief Officers (consistent with all other employees) from the 1<sup>st</sup> of April 2014, where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions. Council has agreed that the mileage rate should be changed to 45p per mile as per the budget setting process at Council on the 25<sup>th</sup> of February 2015. This will be implemented at a date to be determined following appropriate notice.
- The cost of registration with a specific professional / registration body if there is a requirement by law to be registered in order to practice and undertake their specific job role. This currently only applies to the post of Head of Legal Services.

5.3.2 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The Council's Chief Executive has been appointed to this role as far as Caerphilly County Borough Council is concerned. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees. The prescribed fees for Caerphilly County Borough Elections are attached in Appendix I. Fees for other organisation's elections are not determined by or paid for by the council. e.g. the Wales Government set the fees for their election etc. All the Returning Officer's payments in any election are publicised as part of the council accounts on an annual basis.

### **5.4 Payments on Termination**

5.4.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. For clarity the authority does not provide any augmentation ("added years") of pension, in its payments on termination.

5.4.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Scheme of Delegation as contained within the Council's Constitution.

5.4.3 Full Council will be required to approve any severance packages package in excess of the current threshold determined by Welsh Ministers at £100,000. Members will be advised of any

contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context.

## **6. Publication**

- 6.1 This is an update to the previous Pay Policy statement first issued in June 2012. This statement will come into effect, once fully endorsed by Council in March 2015.
- 6.2 In addition, for posts where the full time equivalent pay is at least £60,000 per annum, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount of:
- a) salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - b) any bonuses so paid or receivable by the person in the current and previous year;
  - c) any sums payable by way of expenses allowance that are chargeable to UK income tax;
  - d) any compensation for loss of employment and any other payments connected with termination;
  - e) any benefits received that do not fall within the above

## **7. Pay Relativities within the Council**

- 7.1 The "lowest paid" persons employed under a contract of employment with the Council are employed at the new Living Wage rate of £7.65 per hour. All roles within our grading structure previously paid in accordance with the spinal column point 5 (scp 5) to spinal column point 10 (scp 10) of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £7.85 per hour. As at 1<sup>st</sup> November 2014, this is £ 15,145 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week.
- 7.2 The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton "Review of Fair Pay in the Public Sector" (2010).
- 7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council's workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £142,524.



## Pay Multiple Data

The data for the authority is contained in the table below:

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 9.4
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1 : 5.5
the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 7.2
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1 : 4.2

7.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available salary benchmark information as appropriate.

## 8. Accountability and Decision Making

8.1 In accordance with the Constitution of the Council, the Chief Executive is responsible for decision-making in relation to the recruitment, pay (apart from those detailed in 8.2), conditions of service and severance arrangements for all employees of the Council, except teachers, as their main pay and conditions of service are determined on a legislative basis by the UK Government.

8.2 The Council will set remuneration for the Chief Executive and Chief Officers (as defined in paragraph 5.1.1).

8.3 The Council has established a delegated subcommittee to deal with applications for early retirement or voluntary redundancy under its approved scheme. Each application is dealt with on a case by case basis by the committee.

## 9. Re-Employment

9.1 It has been the Council's custom that no Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement, severance or voluntary redundancy will be later re-employed as an employee of the Council or contracted under a "contract of service" (as per 5.2.3), without the express permission of the Chief Executive. Where the re-employment is regarding the post of the Chief Executive or a Chief Officer (as defined in paragraph 5.1.1), this decision will require full council approval.

9.2 An exception to this occurs where an employee leaves under an agreed Flexible Retirement arrangement, where their ongoing employment is approved as part of the business case for release of accrued pension benefits.

## 10. Reviewing the Policy

10.1 This Pay Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed at least annually, and reported to the full Council, to ensure that it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

## Appendix A

CCBC NJC Salary Structure – With Effect From 1<sup>st</sup> January 2015

GRADE STRUCTURE		SCP	01-Apr-13	01-Jan-15	Hrly Rate	Living Wage	Living Wage Hourly Rate
	Grade 1	5	£12,435	<b>£13,500</b>	£7.00	£15,145	£7.85
		6	£12,614	<b>£13,614</b>	£7.06	£15,145	£7.85
Grade 2		7	£12,915	<b>£13,715</b>	£7.11	£15,145	£7.85
		8	£13,321	<b>£13,871</b>	£7.19	£15,145	£7.85
	Grade 3	9	£13,725	<b>£14,075</b>	£7.30	£15,145	£7.85
		10	£14,013	<b>£14,338</b>	£7.43	£15,145	£7.85
	Grade 4	11	£14,880	<b>£15,207</b>	£7.88		
		12	£15,189	<b>£15,523</b>	£8.05		
Grade 4		13	£15,598	<b>£15,941</b>	£8.26		
		14	£15,882	<b>£16,231</b>	£8.41		
	Grade 5	15	£16,215	<b>£16,572</b>	£8.59		
		16	£16,604	<b>£16,969</b>	£8.80		
	Grade 6	17	£16,998	<b>£17,372</b>	£9.00		
		18	£17,333	<b>£17,714</b>	£9.18		
	Grade 7	19	£17,980	<b>£18,376</b>	£9.52		
		20	£18,638	<b>£19,048</b>	£9.87		
Grade 6		21	£19,317	<b>£19,742</b>	£10.23		
		22	£19,817	<b>£20,253</b>	£10.50		
	Grade 8	23	£20,400	<b>£20,849</b>	£10.81		
		24	£21,067	<b>£21,530</b>	£11.16		
	Grade 9	25	£21,734	<b>£22,212</b>	£11.51		
		26	£22,443	<b>£22,937</b>	£11.89		
	Grade 10	27	£23,188	<b>£23,698</b>	£12.28		
		28	£23,945	<b>£24,472</b>	£12.68		
Grade 8		29	£24,892	<b>£25,440</b>	£13.19		
		30	£25,727	<b>£26,293</b>	£13.63		
	Grade 11	31	£26,539	<b>£27,123</b>	£14.06		
		32	£27,323	<b>£27,924</b>	£14.47		
	Grade 12	33	£28,127	<b>£28,746</b>	£14.90		
		34	£28,922	<b>£29,558</b>	£15.32		
	Grade 13	35	£29,528	<b>£30,178</b>	£15.64		
		36	£30,311	<b>£30,978</b>	£16.06		
Grade 10		37	£31,160	<b>£31,846</b>	£16.51		
		38	£32,072	<b>£32,778</b>	£16.99		
	Grade 14	39	£33,128	<b>£33,857</b>	£17.55		
		40	£33,998	<b>£34,746</b>	£18.01		
	Grade 15	41	£34,894	<b>£35,662</b>	£18.48		
		42	£35,784	<b>£36,571</b>	£18.96		
	Grade 16	43	£36,676	<b>£37,483</b>	£19.43		
		44	£37,578	<b>£38,405</b>	£19.91		
Grade 12		45	£38,422	<b>£39,267</b>	£20.35		
		46	£39,351	<b>£40,217</b>	£20.85		
	Grade 17	47	£40,254	<b>£41,140</b>	£21.32		
		48	£41,148	<b>£42,053</b>	£21.80		
		49	£42,032	<b>£42,957</b>	£22.27		

The Annual Pay Award applied an increase with effect from the 1<sup>st</sup> of January 2015 of 2.2% for all grades above grade 10. There were higher % increases for grades 5 – 10. There were also a range of one off consolidated payments applicable to reflect the fact that the pay award covered the period 1<sup>st</sup> of April 2014 – 31<sup>st</sup> March 2016 (i.e a 2 year “deal”), but not implemented until 1<sup>st</sup> of January 2015.

The Living Wage rate applies from the 1<sup>st</sup> of November 2014.

## Appendix B

<b>EDUCATIONAL PSYCHOLOGISTS - SCALE A</b>	
<b>SPINE POINT</b>	<b>Spine Point Salary from 1.9.13 (1% increase)</b>
1.	34,273
2.	36,013
3.	37,752
4.	39,491
5.	41,230
6.	42,969
7.	44,607
8.	46,244
9.	47,778*
10.	49,313*
11.	50,745*

**Notes:**

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* - Extension to scale to accommodate structured professional assessment points.

<b>SENIOR &amp; PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B</b>	
<b>SPINE POINT</b>	<b>Spine Point Salary from 1.9.13 (1% increase)</b>
1.	42,969
2.	44,607
3.	46,244*
4.	47,778
5.	49,313
6.	50,745
7.	51,333
8.	52,431
9.	53,519
10.	54,626
11.	55,711
12.	56,818
13.	57,944
14.	59,031**
15.	60,171**
16.	61,300**
17.	62,436**
18.	63,571**

**Notes:**

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* - Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* - Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

<b>TRAINEE EDUCATIONAL PSYCHOLOGISTS</b>	
<b>SPINE POINT</b>	<b>Spine Point Salary from 1.9.13 (1% increase)</b>
1	22,019
2	23,631
3	25,241
4	26,853
5	28,464
6	30,075

<b>ASSISTANT EDUCATIONAL PSYCHOLOGISTS</b>	
<b>SPINE POINT</b>	<b>Spine Point Salary from 1.9.13 (1% increase)</b>
1	27,067
2	28,172
3	29,278
4	30,377

<b>YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS</b>	
<b>SPINE POINT</b>	<b>Spine Point Salary from 1.9.13 (1% increase) Pay – with effect from 01.09.2009</b>
1	33,891
2	35,000
3	36,109
4	37,240*
5	38,389
6	39,511
7	40,659**
8	41,962
9	42,681
10	43,791
11	44,895
12	46,001
13	47,099
14	48,208
15	49,319
16	50,432
17	51,552
18	52,663
19	53,769
20	54,899***
21	56,051***
22	57,228***
23	58,430***
24	59,657***

**Notes:**

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* Normal minimum point for senior youth and community officers undertaking the full range of duties at this level

\*\* Normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

\*\*\* Extension to range to accommodate discretionary scale points and structured professional assessments.

<b>EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2009</b>
1	32,677
2	33,847
3	34,952
4	36,071
5	37,185
6	38,299
7	39,470
8	40,594*
9	41,906
10	43,075
11	44,230
12	45,348
13	46,614**
14	47,742

15	48,988
16	50,116
17	51,246
18	52,355
19	53,499
20	54,090***
21	55,226
22	56,215
23	57,305
24	58,282
25	59,328
26	60,346
27	61,389
28	62,445
29	63,505
30	64,563
31	65,611
32	66,676
33	67,742
34	68,833
35	69,920
36	71,040
37	72,141
38	73,254
39	74,352
40	75,449
41	76,553
42	77,654
43	78,755
44	79,862
45	80,966
46	82,070
47	83,180
48	84,280****
49	85,384****
50	86,488****

**Notes:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- \* Normal minimum point for EIP undertaking the full range of duties at this level
- \*\* Normal minimum point for senior EIP undertaking the full range of duties at this level
- \*\*\* Normal minimum point for leading EIP undertaking the full range of duties at this level
- \*\*\*\* Extension to range to accommodate structured professional assessments.

**Appendix C**

**NATIONAL PAY GRADES – JNC youth and community workers**

<b>YOUTH AND COMMUNITY SUPPORT WORKER RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2009</b>
1	£14,143
2	£14,733
3	£15,324
4	£15,917
5	£16,509
6	£17,100
7	£17,697
8	£18,291
9	£19,047
10	£19,636
11	£20,591
12	£21,525
13	£22,489
14	£23,485
15	£24,166
16	£24,875
17	£25,574

<b>PROFESSIONAL RANGE</b>	
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2009</b>
13	£22,489
14	£23,485
15	£24,166
16	£24,875
17	£25,574
18	£26,279
19	£26,975
20	£27,673
21	£28,461
22	£29,352
23	£30,219
24	£31,091
25	£31,968
26	£32,847
27	£33,726
28	£34,613
29	£35,496
30	£36,377
31	£36,971
32	£37,951

**N.B an offer of a 1% increase has been made to the JNC TU side by the employers, consistent with the awards for other employee groups. As at 20<sup>th</sup> February no agreement had been reached.**

**Appendix D****CCBC Senior Management Grading Structure – JNC Staff**

All of the levels in the grading structure are linked to their evaluation under the Job Evaluation deployed for Senior roles i.e. Hay. This currently comprises of the Chief Executive, Deputy Chief Executive & Directors posts, and 6 further bands from A+ to E. Band A & B represents our Heads of Service population, and C-E covers all other senior posts in the JNC arrangements.

**The Pay structure**

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	£142,524	£147,797	£153,071	£158,360
Deputy Chief Executive	£119,250	£123,662	£128,075	£132,500
Director	£107,396	£111,370	£115,343	£119,329
Band A+ Heads Of Service	£89,691	£93,010	£96,328	£99,657
Band A - Heads Of Service	£80,366	£83,339	£86,313	£89,295
Band B	£62,097	£64,395	£66,693	£68,997
Band C	£48,666	£50,288	£51,909	£53,533
Band D	£43,164	£44,603	£46,044	£47,480
Band E	£38,463	£39,344	£40,220	£41,082

There are no Officers employed currently in the Band A+

National Pay Awards have been frozen for this JNC group with no national pay awards since the 1<sup>st</sup> April 2008, which means that Bands C-E have not changed during this period. The remaining bands above Band B were amended in line with the council decision of the 17<sup>th</sup> of January 2013.

It should be noted that whilst the band of the Chief Executive is accurately portrayed above, the substantive Chief Executive will be employed on a spot salary of £137,000 for the duration of the current administration (May 2017).

The figures in the above table do not include the proposed increases in salary for Hay Band A to E officers as set out in the Report to Council dated 10th March 2015, and Members are asked to note that if the recommendations are approved the table will be revised prior to publication of the Policy.

**Appendix E**

**All Employee Groups - Main Conditions of Service**

<b>ANNUAL LEAVE</b>	
<ul style="list-style-type: none"> <li>• Chief Executive &amp; Directors</li> </ul>	33 days pa (No access to the flexi leave as set out at ** below)
<ul style="list-style-type: none"> <li>• Chief Officers</li> <li>• Local Government Services</li> <li>• Soulbury</li> </ul>	<p>28 days pa *</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>Where relevant individual employees are members of the flexible working hours scheme, they are entitled to 6 days flexi leave per 12 week period. **</p> <p>*There are five officers who have protected leave at 33 days pa</p>
<ul style="list-style-type: none"> <li>• Youth &amp; Community Workers</li> </ul>	24 days pa rising to 28 days after 5 years' service.
<b>HOURS OF WORK</b>	
<ul style="list-style-type: none"> <li>• Chief Executive</li> </ul>	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working required
<ul style="list-style-type: none"> <li>• Chief Officers</li> <li>• Local Government Services</li> <li>• Soulbury</li> <li>• Youth &amp; Community Workers</li> </ul>	Standard working week is 37 hours, unless contractually employed on set hours.
<b>OVERTIME PAYMENTS</b>	
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officers</li> </ul>	None
<ul style="list-style-type: none"> <li>• Local Government Services</li> <li>• Soulbury</li> <li>• Youth and Community Workers</li> </ul>	<p>All employees who are required to work additional hours beyond the 37 hour working week (or beyond their contracted working pattern that averages a 37 hour working week (e.g.: rota/annualized hours)) are entitled to receive enhancements at the rate of basic pay at time and a half except for Public and Extra Statutory holidays where basic pay at double time will be paid.</p> <p>Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees would qualify. Otherwise a part-time employee shall work a full working week (i.e. 37 hours) before these enhancements apply.</p> <p>With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked.</p>



	<p>Employees who are required to work on Christmas Day and New Year's Day as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p> <p>With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday on their rest day shall be paid at double time for all hours worked.</p> <p>Employees who are required to work on Christmas Day and New Year's Day on their rest day will be paid at double time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p>
<b>SICK PAY SCHEME</b>	
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chief Officers</li> <li>• Local Government Services</li> <li>• Soulbury</li> <li>• Youth &amp; Community Workers</li> </ul>	<p>During 1<sup>st</sup> year of service – 1 month's full pay and (after completing 4 months service), 2 months half pay.</p> <p>During 2<sup>nd</sup> year of service – 2 months full pay and 2 months half pay.</p> <p>During 3<sup>rd</sup> year of service – 4 months full pay and 4 months half pay.</p> <p>During 4<sup>th</sup> and 5<sup>th</sup> year of service – 5 months full pay and 5 months half pay.</p> <p>After 5 years' service – 6 months full pay and 6 months half pay.</p>

# Redundancy Scheme

<b>Version of Scheme:</b>	<b>Version 2</b>
<b>Draft Number:</b>	<b>Final</b>
<b>Scheme Ratified By:</b>	<b>Cabinet</b>
<b>Date Ratified:</b>	<b>1<sup>st</sup> October 2014</b>
<b>Effective Date of Scheme:</b>	<b>1<sup>st</sup> November 2014</b>
<b>Review Date:</b>	<b>2016</b>
<b>Applicable To:</b>	<b>All Caerphilly employees except School based unless the School Governing Body has adopted the Scheme.</b>
<b>Equalities Issues:</b>	<b>All Equalities considerations have been taken into account when drafting this Scheme. These have been reflected in all documentation during the consultation and governance processes.</b>

The Council's recognised trade unions have been consulted on this Scheme.



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## WHAT THE SCHEME COVERS

1. The Redundancy Scheme applies to any employee where a redundancy situation has been identified, irrespective of whether they are on a fixed term or permanent contract. This Scheme does not cover school based support employees. The Scheme will be used to deal with all redundancy situations after the effective date and supersedes all previous versions of the Scheme.

## DETAIL OF THE SCHEME

2. The Government's Statutory Redundancy Scheme allows for employees who lose their job via a redundancy situation to receive compensation for the loss of their job once they have accrued two year's continuous service with the employer. The details of the Statutory Scheme are as follows:
  - **0.5 week's pay for each full year worked when you are under 22 years of age.**
  - **1 week's pay for each full year worked when you are between 22 and 41 year's of age**
  - **1.5 week's pay for each full year worked when you are 41 years of age and above.**
3. Service is capped at 20 years with the maximum number of weeks that can be paid being 30 weeks. See Appendix A which shows how a redundancy payment is calculated based on an employee's age and service. Employees are also able to calculate their entitlement to a statutory redundancy payment at [www.gov.uk/calculate-your-redundancy-pay](http://www.gov.uk/calculate-your-redundancy-pay)
4. The weekly amount of statutory redundancy pay (April 2014) is capped at £464 per week for a full time employee. This amount increases every year in April.
5. The Local Government Pension Scheme Regulations, 2013 endorsed the changes introduced in the 2008 Regulations, with effect from 1<sup>st</sup> April 2014. The Regulations maintained the minimum age criteria in relation to employees retiring on the grounds of redundancy, interests and efficiency of the service and applications to release pension benefits early under Regulation 30 of the Local Government Pension Scheme (85 year rule). From that date, the minimum age increased from 50 to age 55 for all categories.
6. The Council's enhanced Redundancy Scheme also changed from that date and the main details are shown below. This means that the enhanced redundancy payment is calculated follows the same basis as the Statutory Calculator i.e. an employee's age and service. However, it should be noted that a week's pay will not be capped at the statutory maximum but will reflect an employee's actual pay.

### **Employees who do not have access to their Pension**

- A redundancy payment based on the statutory calculator multiplied by two up to a maximum of 60 weeks.

### **Employees who are able to access their Pension**

- A redundancy payment based on the statutory calculator up to a maximum of 30 weeks.
- Will have immediate access to payment of their LGPS/TPS benefits

7. The only change in relation to applications for early release of pension benefits under Regulation 30 (85 rule) of the Local Government Pension Scheme is that the minimum age will change from 50 to 55. Applications, which require employer's consent, applies to employees between 55 - 60. Transitional protection is available under the LGPS to those staff who will be age 60 or over by 31<sup>st</sup> March, 2016 and meet the 85 year test.
8. If there is a change in Pension Regulations or any other relevant legislation including the basis of the calculation for statutory redundancy in the future, the Council reserves the right to change this Scheme to comply with any future legislation and Regulations.
9. If you have any queries, please do not hesitate to contact your Business Partner Team in Penallta House.

#### **INTERPRETATION OF THE SCHEME**

10. In the event of a dispute relating to the interpretation of this policy the Head of Workforce and Organisation Development or the Human Resources Service Manager will make the final decision on interpretation.

#### **REVIEW OF THE SCHEME**

11. A review of this Scheme will take place when appropriate. Any amendments will be consulted on with all the relevant parties. However, in the case of amendments relating to legislative requirements, the Scheme will be amended and reissued.

**NOVEMBER 2014**

**Statutory Redundancy Pay Table**

To calculate the number of weeks redundancy pay, cross reference the your age and years of service and then multiply that number by the weekly salary. E.g. a person with a salary of £200 aged 22 with 4 years of service will be entitled to two weeks salary e.g. a total redundancy of £400.

17\* - The table starts at age 17, as it is possible for a 17 year old to have 2 years service. Compulsory school leaving age can be 15<sup>3/4</sup> or 15<sup>4/5</sup> where a child is 16 before 1 September. Particular care should be taken when calculating an individual's redundancy pay when they joined as an employee below the age of 16.

61\* - The table stops at age 61 because for employees age 61 and over, the payment remains the same as for age 61.

**Statutory Redundancy Pay Table**

**Service (Years)**

<b>Age</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
17*	1																		
18	1	1.5																	
19	1	1.5	2																
20	1	1.5	2	2.5															
21	1	1.5	2	2.5	3														
22	1	1.5	2	2.5	3	3.5													
23	1.5	2	2.5	3	3.5	4	4.5												
24	2	2.5	3	3.5	4	4.5	5	5.5											
25	2	3	3.5	4	4.5	5	5.5	6	6.5										
26	2	3	4	4.5	5	5.5	6	6.5	7	7.5									
27	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5								
28	2	3	4	5	6	6.5	7	7.5	8	8.5	9	9.5							
29	2	3	4	5	6	7	7.5	8	8.5	9	9.5	10	10.5						
30	2	3	4	5	6	7	8	8.5	9	9.5	10	10.5	11	11.5					
31	2	3	4	5	6	7	8	9	9.5	10	10.5	11	11.5	12	12.5				
32	2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12.5	13	13.5			
33	2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13.5	14	14.5		
34	2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14.5	15	15.5	
35	2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15.5	16	16.5
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18.5	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19.5
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5
45	3	4.5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4.5	6	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5
47	3	4.5	6	7.5	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4.5	6	7.5	9	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5
49	3	4.5	6	7.5	9	10.5	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4.5	6	7.5	9	10.5	12	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5
51	3	4.5	6	7.5	9	10.5	12	13.5	15	16	17	18	19	20	21	22	23	24	25
52	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5
53	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19	20	21	22	23	24	25	26
54	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5
55	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22	23	24	25	26	27
56	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.5	24.5	25.5	26.5	27.5
57	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25	26	27	28
58	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.5	27.5	28.5
59	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28	29
60	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.5
61+	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30

# ***Early Retirement by Mutual Consent on the Grounds of Business Efficiency Scheme***

<b><i>Version of Scheme:</i></b>	<b>Version 1</b>
<b><i>Draft Number:</i></b>	<b>Final</b>
<b><i>Scheme Ratified By:</i></b>	<b>Cabinet</b>
<b><i>Date Ratified:</i></b>	<b>1<sup>st</sup> October 2014</b>
<b><i>Effective Date of Scheme:</i></b>	<b>10<sup>th</sup> November 2014</b>
<b><i>Review Date:</i></b>	<b>2016</b>
<b><i>Applicable To:</i></b>	<b>All Caerphilly employees except School based unless the School Governing Body has adopted the Scheme.</b>
<b><i>Equalities Issues:</i></b>	<b>All Equalities considerations have been taken into account when drafting this Scheme. These have been reflected in all documentation during the consultation and governance processes.</b>

The Council's recognised trade unions have been consulted on this Scheme.





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### NOTE

Wherever the designation Manager is used throughout this Scheme, it is taken to mean Head of Service, Line Manager, Supervisor, Officer in Charge, Head Teacher or anyone who has supervisory responsibility.

## INTRODUCTION

2. Caerphilly County Borough Council is committed to providing its employees with more choice and flexibility with regard to whether they wish to retire early or stay in work beyond normal retirement age, making their transition from working life to retirement a smoother one for the employee and the Council.
2. The Council recognises that attracting and retaining a well-trained, well motivated and flexible workforce, with a wide range of skills and experience is essential to the provision of quality services.
3. Early retirement will allow employees to finish work early thus allowing them time to pursue other activities or enjoy their retirement.

## WHAT THE SCHEME COVERS

4. The Scheme covers any instance where an early retirement by mutual consent on grounds of business efficiency opportunity has been identified, either by the employee or the organization, irrespective of whether they are on a fixed term or permanent contract. The Scheme and guidelines will be used to deal with all early retirement situations.

## DETAIL OF THE SCHEME

5. With effect from 1<sup>st</sup> April 2014, the majority of employees' normal retirement age will be the same as their state pension age. This is referred to as normal pension age (NPA). Employees are able to find out their normal pension age by going to <https://www.gov.uk/calculate-state-pension> .
6. However, in accordance with the LGPS Regulations, an employee can retire and gain access to their LGPS pension benefits from age 55, without their employer's consent. Pension benefits may be actuarially reduced if benefits are drawn before NPA. However, under the 85 Year Rule, if a member's age and membership in whole years equalled 85 at age 60, the member was able to retire without a reduction in benefits. Employees, who joined the LGPS on or before 30<sup>th</sup> September 2006, may (under the protections put in place due to the removal of the 85 year rule), be subject to full or partial protection from reduction.
7. Early retirement by mutual consent on the grounds of business efficiency is where an employee decides to leave the Council before their normal pension age but after age 55. Employees will not receive a reduction in their pension benefits if they leave on this basis.
8. Heads of Service are required to draw up a Business Case to demonstrate that the Service Area is able to accommodate the request both operationally and financially. The business case should include details of the impact on service delivery and the benefit to the Service Area as well as the individual and any associated pension strain costs. This Business Case should be counter signed by the relevant Director.
9. Applications for early retirement can take up to 12 weeks to process so employees should bear this in mind when making their application and allow adequate time if they have a specific date

that they wish their retirement to take place on. If the business case is not viable for the Service Area, it may be possible to facilitate an early retirement by cross matching to a post within another Service Area.

10. Viable business cases would be considered as an alternative to compulsory redundancies in a Service Area. This means that applicants who apply to access early retirement could be cross-matched against those at risk. In this circumstance, please seek further advice from your HR Business Partner Team.
11. There is no automatic right for an employee's request for early retirement to be agreed.
12. Heads of Service should contact their HR Business Partner Team to discuss any applications for early retirement by mutual consent on the grounds of the efficiency that they receive. This is especially important where an application cannot be supported. In this case, Heads of Service should seek advice, prior to notifying the employee that the application cannot be supported, to ensure that the case has been reasonably considered and all alternatives have been explored. When an application is not supported, employees must be given written reasons as to why the application cannot be accommodated by the relevant Manager/Head of Service.
13. In all cases advice must be sought from your HR Business Partner Team, who will contact the Greater Gwent Pension Fund on the employee's behalf. The Greater Gwent Pensions Fund will not deal directly with employees about their pension benefits in relation to early retirement by mutual consent on the grounds of business efficiency, as employer consent is needed for the application to progress.
14. Prior to making any application for early retirement by mutual consent on the grounds of business efficiency, employees need to ensure that they obtain all the necessary information about what pension benefits are payable, additional voluntary contributions, etc and other financial matters to inform their decision to take early retirement. Employees are advised to seek independent financial advice before making any decisions.
15. Managers should be mindful of their obligations under Equalities legislation and in particular the requirement not to discriminate or treat employees differently on the grounds of age.

## **INTERPRETATION OF THE SCHEME**

16. In the event of a dispute relating to the interpretation of this Scheme the Head of Workforce and Organisation Development or the Human Resources Service Manager will make the final decision on interpretation.

## **REVIEW OF THE SCHEME**

17. A review of this Scheme will take place when appropriate. Any amendments will be consulted on with all the relevant parties. However, in the case of amendments relating to legislative requirements, the Scheme will be amended and reissued.

**NOVEMBER 2014**

# Voluntary Severance Scheme

<b>Version of Scheme:</b>	Version 1
<b>Draft Number:</b>	Final
<b>Scheme Ratified By:</b>	Cabinet
<b>Date Ratified:</b>	1 <sup>st</sup> October 2014
<b>Effective Date of Scheme:</b>	1 <sup>st</sup> November 2014
<b>Review Date:</b>	2016
<b>Applicable To:</b>	All Caerphilly employees except School based unless the School Governing Body has adopted the Scheme.
<b>Equalities Issues:</b>	All Equalities considerations have been taken into account when drafting this Scheme. These have been reflected in all documentation during the consultation and governance processes.

The Council's recognised trade unions have been consulted on this Scheme.



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### NOTE

Wherever the designation Manager is used throughout this procedure, it is taken to mean Head of Service, Line Manager, Supervisor, Officer in Charge, Head Teacher or anyone who has supervisory responsibility.

## **INTRODUCTION**

3. Caerphilly County Borough Council is committed to providing its employees with more choice and flexibility with regard to whether they wish to stay in work. Personal circumstances will differ, and there may be occasions where employees in areas affected by the need to downsize the workforce may wish to access voluntary severance opportunities.
2. The Council recognises that retaining a well-trained, well motivated and flexible workforce, with a wide range of skills and experience is essential to the provision of quality services. This will be a difficult balancing act when considering the staffing implications flowing from the Council's Medium Term Financial Plan.
3. A Voluntary Severance Scheme will allow the Council to offer employees, whose areas are affected by the need to downsize, a greater flexibility of options.

## **WHAT THE SCHEME COVERS**

4. All applications for voluntary severance must be dealt with under this Scheme.

## **DETAIL OF THE SCHEME**

5. When Service Areas are required to downsize their workforce, an individual employee or groups of employees may be identified as being at risk. Those employees would then fall under the Redeployment Policy, and all reasonable efforts will be made by the Council to redeploy the affected employee(s) into suitable alternative employment within the Council.
6. Whilst this process supports employees, and has historically been effective in securing alternative employment, this is not achievable in all cases. It is also recognised that the volumes of employees requiring the support of the Redeployment Policy, are anticipated to grow as a consequence of the requirements of the Medium Term Financial Plan. This in turn is likely to place this ability to successfully secure alternative employment, under further pressure.
7. A period of time in the redeployment pool may be stressful, and place added pressures on the employee and the Council as the employer. Employees for a whole host of personal reasons may not wish to be placed in a position where they are in the redeployment pool. As a personal choice, they may prefer to access the Voluntary Severance Scheme, and leave our employment.
8. Where a Service Area has to downsize some individuals may not be directly at risk. However, for personal reasons they may volunteer to leave via a voluntary severance arrangement, allowing for the employee identified as being at risk to be redeployed into their post, if they are deemed to be a suitable match. In addition, prior to identifying the actual detail of the individuals effected (particularly where this will cover larger employee groups rather than an individual post), Managers may wish to explore whether there are employees who would wish to volunteer for severance. This may assist in reducing the timelines involved, and alleviate issues for the employees concerned.
9. Heads of Service are required to draw up a Business Case to demonstrate that the Service Area is able to accommodate the voluntary severance request both operationally and financially. The business case should include the financial details of the severance payment and the benefit to the Service Area. The employee's termination date will be agreed as part of

the business case process. The Business Case should be counter signed by the relevant Director.

10. Viable voluntary severance business cases would be considered as an alternative to the need for compulsory redundancies in a Service Area. This means that applicants who apply to access voluntary severance could be cross-matched against those at risk. If the business case is not viable for the Service Area, it may be possible to facilitate a voluntary severance arrangement by cross matching to a post within another Service Area.
11. There is no automatic right for an employee's request for voluntary severance to be agreed.
12. Heads of Service should contact their HR Business Partner Team to discuss any applications for voluntary severance that they receive. This is especially important where an application cannot be supported. In this case, Heads of Service should seek advice, prior to notifying the employee that the application cannot be supported, to ensure that the case has been reasonably considered and all alternatives have been explored. When an application is not supported, employees must be given written reasons as to why the application cannot be accommodated by the relevant Manager/Head of Service.
13. The value of individual severance payments will differ depending on the employee's length of service. However the means of calculating the severance payment will be consistent. The severance payment will be the equivalent of 60% at their current gross salary level. This payment will currently be capped at the top of HAY Grade C.
14. Managers should be mindful of their obligations under Equalities legislation and in particular the requirement not to discriminate or treat employees differently on the grounds of age.

#### **INTERPRETATION OF THE SCHEME**

15. In the event of a dispute relating to the interpretation of this Scheme the Head of Workforce and Organisation Development or the Human Resources Service Manager will make the final decision on interpretation.

#### **REVIEW OF THE SCHEME**

16. A review of this Scheme will take place when appropriate. Any amendments will be consulted on with all the relevant parties. However, in the case of amendments relating to legislative requirements, the Scheme will be amended and reissued.

**NOVEMBER 2014**

Appendix I

**CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES**

As at 20<sup>th</sup> September 2007 increased by 2.48% annual pay award for 2008

As at May 2012 increased by 1% annual pay award for 2009

**A) RETURNING OFFICERS FEE**

For conducting the Election(s) giving the prescribed Notices, preparing and supplying Nomination papers, deciding on validity, appointing and remunerating staff, arranging and / or conducting the Poll, conducting the Count, declaring the result(s), making all necessary returns and generally performing all the duties which a Returning Officer is required to do under the Representation of the People Acts and Regulations – including all payments, disbursements and expenses as may be necessary.

<b>1) <u>CONTESTED ELECTIONS</u></b>	<b>1/5/2008</b>	<b>1/5/2012</b>	
	£	£	£
For each Electoral Division / Community Ward			
For each 1000 Electors (or part)	76.80	78.37	79.16
For next 1000 Electors (or part)	43.50	44.58	45.03
For every subsequent 250 Electors (or part)	14.70	15.06	15.21
<b>2) <u>UNCONTESTED ELECTIONS</u></b>			
For each uncontested Division / Ward	70.00	71.74	72.46
<b>3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's</b>			
<b>*NB – in this event no fee should be claimed by the DRO or Asst. DRO's from the clerical fund for these duties.</b>			
Issue (for each paper)	0.30p	0.31p	0.31p
(minimum per Division / Ward)	(24.00)		(24.24)
<i>(minimum per casual vacancy)</i>	<i>(70.00)</i>		<i>(70.70)</i>
Receipt (for each paper)	0.30p	0.31p	0.31p
(minimum per Division / Ward)	(24.00)		(24.24)
<i>(minimum per casual vacancy)</i>	<i>(70.00)</i>		<i>(70.70)</i>
<b>4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above</b>			
Per 1000 or part issued	28.00	28.70	28.99
<i>(minimum per casual vacancy)</i>	<i>(40.00)</i>	<i>41.00</i>	<i>41.41</i>