



COUNCIL – 26TH JUNE 2012

SUBJECT: LOCALISM ACT – PUBLICATION OF PAY POLICY STATEMENT

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To seek approval from full council for the publication of the Authority's Pay Policy.

2. SUMMARY

2.1 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.

2.2 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.

3. LINKS TO STRATEGY

3.1 The report links to the efficient and effective management of the Council's activities. The remuneration of employees is an integral feature of our People Strategy and frameworks, and is a fundamental feature of the employment relationship.

4. THE REPORT

4.1 The Pay Policy Statement attached contains the full details of the remuneration position for the council that we are required to publish.

4.2 The Pay Policy will be published on the CCBC Website, and will be the subject of scrutiny from members of the public, press and interested pressure groups.

4.3 It should be noted that the Pay Policy will be published on an annual basis. There was a requirement under the Localism Act for this to be undertaken before the 31st of March 2012. Unfortunately, due to a combination of the late receipt of guidance from WG, and the scheduling of CCBC Council meetings, it was not possible to achieve this. This policy statement will require approval by Council prior to the 31st of March 2013.

- 4.4 The Hutton Review - "Review of Fair Pay in the Public Sector" (2010) – highlighted issues around Senior Pay, and the relativities with others in the organisation. The policy statement publishes these relativities, and CCBC is well within the advisory guidelines provided.
- 4.5 In order to deal with the Pay arrangements of the most senior officers, we are establishing a delegated sub committee (Senior Remuneration Committee) to deal with this issue, who will set the pay and remuneration arrangements for the Chief Executive, Directors and Heads of Service.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial impacts arising from this Pay Policy statement. Given that our workforce costs are a significant contribution to our overall costs, there are indirect financial implications.

6. PERSONNEL IMPLICATIONS

- 6.1 There are no personnel implications arising from this Pay Policy statement.

7. CONSULTATIONS

- 7.1 Given that Pay Policy is a statement of current arrangements, consultations have been limited to consultees listed below.

8. RECOMMENDATIONS

- 8.1 Council agrees the Pay Policy Statement for publication.
- 8.2 Council agree the establishment of a delegated sub committee (Senior Remuneration Committee) to deal with the pay and remuneration arrangements for the Chief Executive, Directors and Heads of Service.

9. REASONS FOR THE RECOMMENDATIONS

- 9.1 To comply with the legislative requirements of the Localism Act.

10. STATUTORY POWER

- 10.1 Local Government Act 1972, Localism Act 2011, the Council's Constitution.

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Pay Policy Statement

Version:	Version 1 – April 2012
Policy Ratified by:	Human Resources
Date:	April 2012
Area Applicable:	All Caerphilly employees except School based employees.
Review Year	2013
Impact Assessed	Yes



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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;
 - 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 Once approved by full Council, this statement will come into immediate effect and will be subject to review on at least an annual basis in accordance with the relevant legislation prevailing at that time.
- 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 2012/13 financial year has a workforce of circa 9,800 employees and a combined revenue and capital budget for 2012/2013 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 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, 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 The Council is committed to an open and transparent approach to its Pay Policy. 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. This determines the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant. There have been no increases in the national pay spine since April 2009. Our localized Pay & Grading structure was achieved through a collective agreement with the Trades Unions, and implemented with effect from the 1st 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.
- 4.3 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.
- 4.4 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.
- 4.5 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 The Council operates an Early Retirement & Voluntary Redundancy Scheme, payments under which are authorised 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.
- 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. More recently in 2010 we agreed a Workforce Strategy for dealing with the impacts of the Medium Term Financial Plan, and the tough economic circumstances that accompanied this.
- 4.10 In 2012 we have agreed the introduction of a revised mileage scheme 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.

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 18 Chief Officer posts at Caerphilly Council which fall within the statutory definition of Section 43 as at 1st April 2012 are:

- | | | |
|-----|---|------------|
| a) | Chief Executive | (1 post) |
| b) | Deputy Chief Executive | (1 post) |
| c) | Corporate Directors | (2 posts) |
| N.B | the 4 posts above form the Corporate Management Team of the Authority | |
| d) | Heads of Service | (16 posts) |
| N.B | the 20 posts above form the Leadership Team of the Authority | |

- 5.1.2 The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2012:

- Chief Executive as the head of paid service - The salary of the post falls within a range of four incremental points between £119,676 rising to a maximum of £131,645 per annum;
- Deputy Chief Executive - The salary of the post fall within a range of four incremental points between £107,709 rising to a maximum of £118,480 per annum;
- Corporate Directors - The salary of the posts fall within a range of four incremental points between £91,529 rising to a maximum of £100,682 per annum;
- Heads of Service - The salary of the posts fall within a range of four incremental points between £64,999 rising to a maximum of £71,496 per annum

- 5.1.3 The last review of Senior Management Grading and remuneration was undertaken in 2004/5. At that time there were 5 posts at CMT (Chief Executive, Deputy, and 3 Directors), which has been reduced to 4 as a result of the changes introduced in 2010. There were 27 Heads of Service Posts at that time (2004/5), which has been reduced to 16 at present.

- 5.1.4 There has been no JNC Chief Executive or Chief Officer national pay award since 1st April 2008 (a year earlier than that of the main group in the NJC group), with pay frozen since that point.

5.1.5 No bonus or performance-related pay mechanism is applicable to Chief Officers' pay.

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 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.

5.3 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 55 pence per mile to Chief Officers (consistent with all other employees) 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.
- The cost of membership of one professional body may be met by the Council.

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.

5.3.3 The following chief officer posts receive an allowance (honoraria) for undertaking additional duties as follows:

- Director of Social Services (7.5% of Salary)
- Head of Planning & Regeneration (10% of Salary)

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.

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.

6. Publication

6.1 Upon approval by the full Council, this Pay Policy statement will be published on the Council's website.

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 this level in accordance with the spinal column point 5 (scp 5) of the NJC pay spine for Local Government Services employees. As at 1st April 2012, this is £12,312 per annum for a 37 hour standard working week, equivalent to an hourly rate of £6.38.

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 current pay arrangements within the Council result in the pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive being 1:10 and the pay multiple between the lowest paid employee and average Chief Officer being 1:6½ .

7.6 The pay multiple between the median full time equivalent earnings and the Council's Chief Executive is 1:6½.

7.7 The multiple between the median full time equivalent earnings and the average Council Chief Officer is 1:4.

7.8 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, 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 has established a delegated subcommittee to deal with the setting of remuneration for the Chief Executive, Members of Corporate Management Team and Heads of Service. This committee will review the remuneration position on at least a bi-annual basis.
- 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 or voluntary redundancy will be later re-employed as an employee of the Council, without the express permission of the Chief Executive.
- 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.

June 2012

GRADE		SCP	Annual Salary	Hourly Rate
	1	5	£12,312	£6.38
		6	£12,489	£6.47
2		7	£12,787	£6.63
		8	£13,189	£6.84
	3	9	£13,589	£7.04
		10	£13,874	£7.19
		11	£14,733	£7.64
		12	£15,039	£7.80
		13	£15,444	£8.01
4		14	£15,725	£8.15
		15	£16,054	£8.32
		16	£16,440	£8.52
	5	17	£16,830	£8.72
		18	£17,161	£8.89
		19	£17,802	£9.23
		20	£18,453	£9.56
6		21	£19,126	£9.91
		22	£19,621	£10.17
		23	£20,198	£10.47
		24	£20,858	£10.81
	7	25	£21,519	£11.15
		26	£22,221	£11.52
		27	£22,958	£11.90
		28	£23,708	£12.29
8		29	£24,646	£12.77
		30	£25,472	£13.20
		31	£26,276	£13.62
		32	£27,052	£14.02
	9	33	£27,849	£14.43
		34	£28,636	£14.84
		35	£29,236	£15.15
		36	£30,011	£15.55
		37	£30,851	£15.99
10		38	£31,754	£16.46
		39	£32,800	£17.00
		40	£33,661	£17.45
	11	41	£34,549	£17.91
		42	£35,430	£18.36
		43	£36,313	£18.82
		44	£37,206	£19.28
		45	£38,042	£19.72
12		46	£38,961	£20.19
		47	£39,855	£20.66
		48	£40,741	£21.12
		49	£41,616	£21.57

N.B We have agreed to review the grading structure with the TU's over the coming year.

Appendix B

NATIONAL PAY GRADES – Soulbury

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	Pay – with effect from 01.09.2009
1.	£33,934
2.	£35,656
3.	£37,378
4.	£39,100
5.	£40,822
6.	£42,544
7.	£44,165
8.	£45,786
9.	£47,305
10.	£48,825
11.	£50,243

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.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B	
SPINE POINT	Pay – with effect from 01.09.2009
1.	£42,544
2.	£44,165
3.	£45,786
4.	£47,305
5.	£48,825
6.	£50,243
7.	£50,825
8.	£51,912
9.	£52,989
10.	£54,085
11.	£55,159
12.	£56,255
13.	£57,370
14.	£58,447
15.	£59,575
16.	£60,693
17.	£61,618
18.	£62,942

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)

TRAINEE EDUCATIONAL PSYCHOLOGISTS	
SPINE POINT	Pay – with effect from 01.09.2009
1	£21,801
2	£23,397
3	£24,991
4	£26,587
5	£28,182
6	£29,777
ASSISTANT EDUCATIONAL PSYCHOLOGISTS	
SPINE POINT	Pay – with effect from 01.09.2009
1	£26,799
2	£27,893
3	£28,988
4	£30,076

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS	
SPINE POINT	Pay – with effect from 01.09.2009
1	£33,555
2	£34,653
3	£35,751
4	£36,871*
5	£38,009
6	£39,120
7	£40,256**
8	£41,547
9	£42,258
10	£43,357
11	£44,450
12	£45,546
13	£46,633
14	£47,731
15	£48,831
16	£49,933
17	£51,042
18	£52,142
19	£53,237
20	£54,355***
21	£55,496***
22	£56,661***
23	£57,851***
24	£59,066***

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.

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)	
SPINE POINT	Pay – with effect from 01.09.2009
1	£32,353
2	£33,512
3	£34,606
4	£35,714
5	£36,817
6	£37,920
7	£39,079
8	£40,192*
9	£41,491
10	£42,649
11	£43,792
12	£44,899
13	£46,152**
14	£47,269
15	£48,503
16	£49,620
17	£50,739
18	£51,837
19	£52,969
20	£53,554***
21	£54,679

22	£55,658
23	£56,738
24	£57,705
25	£58,741
26	£59,749
27	£60,781
28	£61,827
29	£62,876
30	£63,924
31	£64,961
32	£66,016
33	£67,071
34	£68,151
35	£69,228
36	£70,337
37	£71,427
38	£72,529
39	£73,616
40	£74,702
41	£75,795
42	£76,885
43	£77,975
44	£79,071
45	£80,164
46	£81,257
47	£82,356
48	£83,446****
49	£84,539****
50	£85,632

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

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	Pay – with effect from 01.09.2009
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

PROFESSIONAL RANGE	
SPINE POINT	Pay – with effect from 01.09.2009
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

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 5 further bands from A to E. Band A represents our Heads of Service population, and B-E covers all other senior posts in the JNC arrangements.

The Pay structure

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	£119,676	£123,665	£127,653	£131,645
Deputy Chief Executive	£107,709	£111,298	£114,888	£118,480
Director	£91,529	£94,579	£97,631	£100,682
Band A - Heads Of Service	£64,999	£67,165	£69,330	£71,496
Band B	£57,648	£59,571	£61,493	£63,413
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

Pay has been frozen for this group with no pay awards since the 1st April 2008

Appendix E

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE	
<ul style="list-style-type: none"> Chief Executive & Directors 	33 days pa
<ul style="list-style-type: none"> Chief Officers Local Government Services Soulbury 	<p>28 days pa 24 days pa rising to 28 days after 5 years' service. 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>
<ul style="list-style-type: none"> Youth & Community Workers 	24 days pa rising to 28 days after 5 years' service.
HOURS OF WORK	
<ul style="list-style-type: none"> Chief Executive 	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working required
<ul style="list-style-type: none"> Chief Officers Local Government Services Soulbury Youth & Community Workers 	Standard working week is 37 hours, unless contractually employed on set hours.
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> Chief Executive Chief Officers 	None
<ul style="list-style-type: none"> Local Government Services Soulbury Youth and Community Workers 	<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</p>

	<p>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>
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SICK PAY SCHEME

<ul style="list-style-type: none"> • Chief Executive • Chief Officers • Local Government Services • Soulbury • Youth & Community Workers 	<p>During 1st year of service – 1 month's full pay and (after completing 4 months service), 2 months half pay.</p> <p>During 2nd year of service – 2 months full pay and 2 months half pay.</p> <p>During 3rd year of service – 4 months full pay and 4 months half pay.</p> <p>During 4th and 5th 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>
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