

## *Pay Policy Statement*

Version:	<b>Version 3</b>
Policy Ratified by:	<b>Full Council</b>
Date:	<b>11<sup>th</sup> of March 2014</b>
Area Applicable:	<b>All Caerphilly employees except School contracted employees.</b>
Review Year	<b>Financial Year 2014 - 15</b>
Impact Assessed	<b>Yes</b>

A greener place    Man gwyrdach



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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 updated with Council approval on the 23<sup>rd</sup> of April 2013. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 11<sup>th</sup> of March 2014.
- 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 2013/14 financial year has a workforce of circa 9,600 employees and a combined revenue and capital budget for 2013/2014 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.

#### **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 & 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.

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 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 £7.45 per hour as covered in last years pay policy. With effect from the 1<sup>st</sup> of November 2013 this rate was up rated to £7.65 per hour. Council as part of the budget setting process for 2014-15, 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 2013.
- 4.10 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.
- 4.11 In 2012 we agreed the introduction of a revised mileage scheme at 55p 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 2014-15 Budget setting process. Council has agreed that the mileage rate should be changed to 50p per mile as per the budget setting process at Council on the 26<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 arrangements in place relating to the posts of Chief Executive and Deputy Chief Executive

- 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 is paid at a spot salary of £131,645 (reduced pro rata to reflect his appointment on the basis of 3½ days per week), as agreed by Council in his appointment process agreed by Full Council on the 23<sup>rd</sup> July 2013.

- 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.

## **5.3 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 55p 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 50p per mile as per the budget setting process at Council on the 26<sup>th</sup> of February 2014. 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 H. 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 2014.

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 £7.65 per hour. As at 1<sup>st</sup> November 2013, this is £14,759 (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 the salary of the substantive post holder (i.e. the spot salary at £137,000), and not that of the Interim Chief Executive.
- 7.6 The pay arrangements within the Council result in the pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive being 1:9½ at the 31<sup>st</sup> of December 2013, and the pay multiple between the lowest paid (full time equivalent) employee and average Chief Officer being 1:5½ at the 31<sup>st</sup> of December 2013. The comparable figures in last years Pay Policy report showed 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 1:6 .
- 7.7 The pay multiple between the median full time equivalent earnings and the Council’s Chief Executive is 1:7 at the 31<sup>st</sup> of December 2013. The comparable figures in last years Pay Policy report showed the pay multiple between the median full time equivalent earnings and the Council’s Chief Executive is 1:7.
- 7.8 The multiple between the median full time equivalent earnings and the average Council Chief Officer at the 31<sup>st</sup> of December 2013 is 1:4 The comparable figures in last years Pay Policy report showed the pay multiple between the median full time equivalent earnings and the average Council Chief Officer as 1: 4½
- 7.9 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> April 2013**

GRADE		SCP	Annual Salary	Hourly Rate	Living Wage Annual Rate	Living Wage Hourly Rate
	Grade 1	5	£12,435	£6.45	£14,759	£7.65
		6	£12,614	£6.54	£14,759	£7.65
Grade 2		7	£12,915	£6.69	£14,759	£7.65
		8	£13,321	£6.90	£14,759	£7.65
	Grade 3	9	£13,725	£7.11	£14,759	£7.65
		10	£14,013	£7.26	£14,759	£7.65
Grade 4		11	£14,880	£7.71		
		12	£15,189	£7.87		
	Grade 5	13	£15,598	£8.08		
		14	£15,882	£8.23		
Grade 4		15	£16,215	£8.40		
		16	£16,604	£8.61		
	Grade 5	17	£16,998	£8.81		
		18	£17,333	£8.98		
Grade 6		19	£17,980	£9.32		
		20	£18,638	£9.66		
	Grade 6	21	£19,317	£10.01		
		22	£19,817	£10.27		
Grade 6		23	£20,400	£10.57		
		24	£21,067	£10.92		
	Grade 7	25	£21,734	£11.27		
		26	£22,443	£11.63		
Grade 8		27	£23,188	£12.02		
		28	£23,945	£12.41		
	Grade 7	29	£24,892	£12.90		
		30	£25,727	£13.33		
Grade 8		31	£26,539	£13.76		
		32	£27,323	£14.16		
	Grade 9	33	£28,127	£14.58		
		34	£28,922	£14.99		
Grade 10		35	£29,528	£15.31		
		36	£30,311	£15.71		
	Grade 9	37	£31,160	£16.15		
		38	£32,072	£16.62		
Grade 10		39	£33,128	£17.17		
		40	£33,998	£17.62		
	Grade 11	41	£34,894	£18.09		
		42	£35,784	£18.55		
Grade 12		43	£36,676	£19.01		
		44	£37,578	£19.48		
	Grade 11	45	£38,422	£19.92		
		46	£39,351	£20.40		
Grade 12		47	£40,254	£20.86		
		48	£41,148	£21.33		
		49	£42,032	£21.79		

There was a 1% Pay Award applied to this group with effect from the 1<sup>st</sup> of April 2013

The Living Wage rates apply with effect from the 1<sup>st</sup> November 2013, as approved by Council on the 26<sup>th</sup> February 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).

## 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 flexible working hours scheme)
<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 a small number of staff 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

Version:	<b>Version 2 – June 2012</b>
Scheme Ratified by:	<b>Human Resources</b>
Date:	<b>1<sup>st</sup> June 2012</b>
Area Applicable:	The Redundancy Scheme applies to all non school based employees.
Review Year	<b>2014</b>



The Local Government Pension Scheme Regulations, 2008 introduced changes, from 31<sup>st</sup> March 2010, to the minimum age criteria in relation to staff 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.

The Council's current Redundancy Scheme also changed from that date and the main details are as follows:

- In the event of a 'redundancy', staff between 55-60 will be entitled to a release of pension benefits based on accrued service plus a statutory redundancy payment up to a maximum of 30 weeks pay.
- Staff under 55 will not be entitled to a release of pension benefits but will receive enhanced compensation based on double the amount of statutory redundancy up to maximum of 60 weeks pay.
- For those staff that are not in the Local Government Pension Scheme and in the event of a 'redundancy', enhanced compensation will apply based on double the amount of statutory redundancy up to maximum of 60 weeks pay.

**A week's pay will not be capped at the statutory maximum but will reflect actual pay.**

For the avoidance of doubt, the Council does not sanction retirement in the interests and efficiency of the service.

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 staff 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. Where the 85 year test cannot be met, an actuarial reduction will apply in normal circumstances.

If you have any queries, please do not hesitate to contact Corporate HR or your Business Partner Team in Penallta House.



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Llywodraeth Cymru  
Welsh Government

# **PAY ACCOUNTABILITY IN LOCAL GOVERNMENT IN WALES**

Guidance under section 40 of the Localism Act 2011

Local Government Finance & Performance  
February 2014

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## INTRODUCTION

1. This guidance applies in relation to Wales only.
2. Sections 38 to 43 of the Localism Act 2011 ('the Act') apply to 'relevant authorities'. Relevant authorities in Wales are:
  - a county council;
  - a county borough council; and
  - a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
3. Relevant authorities are required by section 38(1) to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year. They must be approved by full council, or a meeting of members in the case of a Fire and Rescue Authority ("FRAs"), and published.
4. Under section 38(4) of the Act a relevant authority's pay policy statement must include the authority's policies relating to;
  - the level and elements of remuneration for each chief officer
  - remuneration of chief officers on recruitment
  - increases and additions to remuneration for each chief officer
  - the use of performance-related pay for chief officers
  - the use of bonuses for chief officers
  - the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority and
  - publication of and access to information relating to remuneration of chief officers.
5. Under section 39 of the Act, a relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force and each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates. A relevant authority may by resolution amend its pay policy statement (including after the beginning of the financial year to which it relates). As soon as is reasonably practicable after approving or amending a pay policy statement, the authority must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the authority's website).
6. This guidance note sets out the key policy principles which underpin the pay accountability provisions in the Act. It is issued by the Welsh Government and in accordance with section 40(2) of the Act; relevant authorities in Wales must have regard to this guidance when performing their functions in preparing and approving pay policy statements.

## SCOPE

7. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff need not be brought within the scope of a pay policy statement.
8. Nothing in the pay accountability provisions in the Act or in this guidance is intended to supersede existing responsibilities and duties placed on authorities in their role as employers, under relevant employment legislation, and authorities must, of course, bear in mind these responsibilities and duties when formulating a pay policy statement. Discussion of an authority's

policies in relation to pay would not engage the Data Protection Act as it does not concern data relating to a particular individual.

9. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay which are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions in the Act do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, they only require authorities are more open about their own local policies and how their local decisions are made.

## **POLICY PRINCIPLES**

10. In June 2010, the UK Government asked Will Hutton to undertake an independent review of Fair Pay in the public sector. Hutton's Final Report was published in March 2011 and made several recommendations for promoting pay fairness in the public sector by tackling disparities between the lowest and the highest paid in public sector organisations.<sup>1</sup>
11. The provisions in the Act bring together the strands of increasing accountability, transparency and fairness in the setting of local pay. They require councillors (in the case of local authorities) or members (in the case of FRAs) to take a greater role in determining pay, ensuring these decisions are taken by those who are directly accountable to local people. The Act's provisions will ensure communities have access to the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility. In addition, they will ensure policies on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

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<sup>1</sup> Available at: [www.hm-treasury.gov.uk/indreview\\_willhutton\\_fairpay.htm](http://www.hm-treasury.gov.uk/indreview_willhutton_fairpay.htm)

## ACCOUNTABILITY

12. The Minister considers decisions on pay policies should be taken by councillors and members who are directly accountable to local communities. Authorities should ensure all democratically accountable members have a significant input into how decisions on pay are made, particularly on decisions on senior pay, and they are open about the policies that determine those decisions.
13. That is why the Act requires pay policy statements, and any amendments to them, are considered by a meeting of full council or a meeting of members of the relevant FRA, and cannot be delegated to any sub-committee. In scheduling such meetings, authorities should act in accordance with their responsibilities under part 5A of the Local Government Act 1972.
14. As pay policy statements contain the general principles underpinning the decisions on pay and not personal data, the Minister does not consider any of the grounds for exclusion of the public would be met for discussions of the statements. Such meetings should therefore be open to the public and should not exclude observers. All decisions on pay and reward for chief officers must comply with the current pay policy statement.
15. It should be noted the Local Government (Democracy) (Wales) Act 2013 inserts a new section 143A into the Local Government (Wales) Measure 2011. The provision gives the Independent Remuneration Panel for Wales ("the IRP") powers to make recommendations in relation to any policy in an authority's pay policy statement which relates to the salary of the head of paid service, or any proposed change of salary of the head of paid service in a principal council or a fire and rescue authority.
16. Any authority which proposes to change the salary of the head of paid service (except one which is commensurate to a change affecting the authority's other staff more generally) must consult the IRP about the proposed change. The authority is then required to have regard to the IRP's recommendations on the proposal.

## TRANSPARENCY

17. Accessibility. It is essential an authority's approach to pay, as set out in a pay policy statement, is accessible for citizens and enables local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds
18. Authorities are required to prepare their pay policy statements on an annual basis and should set out in the statement the approach and timing of the next review. Authorities should also include when their draft pay policy was considered at a meeting of full council.
19. Approved pay policy statements must be published on the authority's website and in any other manner the authority thinks appropriate, as soon as is reasonably practicable after they are approved or amended. Authorities should ensure statements can be easily found by a simple search on their website. The statement itself should be published as a standalone document in its final form, perhaps within the website's transparency section or with other pay and workforce information
20. The Act requires authorities to state in their pay policy statements, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration in relation to chief officers for the purposes of pay policy statements (as defined in section 43(3) of the Act) include:
  - (i) salary (for chief officers who are employees) or payment under a contract for services (for chief officers who are self-employed),
  - (ii) bonuses,

- (iii) charges, fees and allowances,
- (iv) benefits in kind,
- (v) any increase or enhancement of the chief officer's pension entitlement where that increase is a result of a resolution of the authority,
- (vi) any amounts payable on the chief officer ceasing to hold office or to be employed by the authority (future severance payments).

21. The definition of chief officers (as set out in section 43(2) of the Act) is not limited to heads of paid service or statutory chief officers. It also includes those who report directly to them (non-statutory chief officers), to their direct reports (deputy chief officers) and, in the case of a Fire and Rescue Authority, a deputy chief fire officer. Authorities are reminded the Act sets out the information they are required to include in their pay policy statements as a minimum. Authorities should consider whether, in the light of local circumstance and their own reward structure, it would be appropriate to extend the scope of their pay policy statement to include highly paid staff who would not come within the definition of chief officers.
22. The Act does not require authorities to use their pay policy statements to publish specific numerical data on pay and reward. However, authorities should consider how the information set out within their pay policy statements fits with the data on pay and reward they publish separately. This includes data required to be published under the Accounts and Audit (Wales) Regulations 2005. Indeed, pay policy statements offer an opportunity to put the data firmly within the context of the Council's agreed policies, and to provide the public with a clear justification of how their money is being used appropriately in the pay and reward of senior staff.



### **Salaries on appointment**

23. The Welsh Government recommends in addition to agreeing the parameters for setting the pay of chief officers, full council or a meeting of FRA members 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.
24. 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.

### **Severance payments**

25. Authorities should ensure the way they manage their workforce – including payments offered to staff leaving the authority – delivers the best value for money for local taxpayers and sets the right example on restraint. Authorities are already required to publish their policy on offering discretionary compensation for relevant staff in the event of redundancy.<sup>2</sup> The Act is intended to bring out in the open the approach an authority may take in offering a severance payment to senior staff as part of a decision to terminate a contract for any reason. As with other elements of a pay policy statement, any decision an authority takes in relation to the award of severance to an individual chief officer, must comply with their published policy for that year and should represent value for money for taxpayers
26. In presenting information to full council, authorities should set out clearly all of the components of relevant severance packages including any statutory or non-statutory components. These components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.
27. The Welsh Government recommends authorities should offer full council or a meeting of FRA members the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation. As with salaries on appointment, the Welsh Ministers consider £100,000 is the right level for that threshold to be set. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non approval by Council, in which failure to fulfil statutory or contractual obligations may enable the employee to claim damages for breach of contract.
28. It is also recommended local authorities' scrutiny arrangements allow the appropriate overview and scrutiny committee or any other Member-led pay or remuneration panel (or equivalent) to review the pay policy statements and any individual salary or severance packages for their chief officers.

### **FAIRNESS**

29. In his interim report, Will Hutton found top managers in local government have seen larger increases in pay than the lowest paid in their workforces and the pay ratios between local authority chief executives and the lowest paid in local councils have grown in the last ten years.<sup>3</sup> In his final report, Will Hutton went on to highlight there is value in ensuring decisions about

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<sup>2</sup> Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

<sup>3</sup> Page 48: Hutton Review of Fair Pay in the Public Sector: Interim report (December 2010)

senior pay are taken in the context of similar decisions on lower paid staff, and the relationship between those decisions is considered.<sup>4</sup>

30. The type of approach Hutton recommends enables a clearer debate about whether pay levels across an organisation are fair, and whether differing approaches to the pay and reward are justified. In this context, the Act requires authorities to set their policies on remuneration for their highest paid staff alongside their policies toward their lowest paid employees. In addition, it requires each authority to explain what it thinks the relationship should be between the remuneration of its chief officers and its employees who are not chief officers.
31. Hutton recommended the publication of an organisation's pay multiple – the ratio between the highest paid employee and the median average earnings across an organisation – as a means of illustrating that relationship.<sup>5</sup>
32. Section 38(4) of the Act specifies in addition to senior salaries, authorities must also make clear what approach they take to the award of other elements of senior remuneration, including bonuses, performance related pay as well as severance payments. This should also include any policy to award additional fees for chief officers for their local election duties. While some authorities have taken the local decision to include such fees within a chief officer's overall salary, others pay separate fees. Authorities should make clear in their pay policy statements which approach applies and, if separate fees are paid, describe their approach to setting and publishing these.

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<sup>4</sup> Chapter 2: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

<sup>5</sup> Chapter 2: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

33. In articulating their policies on performance related pay, authorities should consider Will Hutton's recommendations on the value of a system of 'earn back' pay. Hutton considered senior staff could have an element of their basic pay 'at risk'; to be earned back each year through meeting pre-agreed objectives. It was his view such an approach would allow pay to vary with performance, and ensure public services do not offer rewards for failure.<sup>6</sup>
34. Taxpayers should rightly expect their interests are being protected including when senior staff move posts within the public sector, particularly when those moves could be seen to have the effect of driving up average pay levels across the sector. In addition, taxpayers should have the opportunity to question whether they are getting value for money from arrangements where it could appear the public sector is paying an individual twice – through salary and a pension – for doing the same job. Authorities should have an explicit policy in their pay statement on whether or not they permit such practices within their workforces.
35. Authorities should use their pay policy statements to explain their policies toward the reward of chief officers who were previously employed by the authority and who, on ceasing to be employed, were in receipt of a severance or redundancy payment from that authority. This should include any local policy toward ex-employees later engaged as chief officers under a contract for services. Similarly, authorities should include their policies toward the reward of chief officers who are also in receipt of a pension under the Local Government Pension Scheme or relevant fire fighter pension scheme. These policies should take account of their agreed approach on abatement of pensions.
36. The Chief Secretary to the Treasury has made clear the UK Government is committed to tackling all forms of tax avoidance.<sup>7</sup> Public appointments involving arrangements whereby savings are made in tax and National Insurance contributions may be at the expense of other taxpayers or other parts of the public sector.
37. In their approach to appointments, particularly senior appointments, authorities should consider the value for money to the whole of the public sector. In developing their pay policy statements, authorities should actively review their approach to the terms of remuneration for their senior appointments, particularly where arrangements exist which could be perceived as seeking to minimise tax payments. Authorities should develop, and include within their pay policy statements, a local policy on the use of such arrangements within their workforces.

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<sup>6</sup> Chapter 3: Hutton Review of Fair Pay in the Public Sector: Final report (March 2011)

<sup>7</sup> Hansard: [www.publications.parliament.uk/pa/cm201212/cmhansard/cm120202/debtext/120202-0001.htm#12020240000004](http://www.publications.parliament.uk/pa/cm201212/cmhansard/cm120202/debtext/120202-0001.htm#12020240000004)

## **SCOPE FOR LOCAL VARIATION**

38. Pay policy statements must include an authority's policy towards the remuneration of its lowest paid employees. The Act also does not seek to impose a single definition of "lowest paid" for these purposes. Instead, the Act requires authorities to develop their own definition of "lowest paid", one which fits appropriately with their own local circumstances and explain why they have chosen that definition. In formulating such a definition, authorities may wish to consider any guidance provided by the sector for this purpose and whether it is appropriate to consult with relevant parties.
39. Section 38(4) sets out in detail the specific elements which a pay policy statement must include in relation to senior pay. In addition to the information which is required by section 38(2) (b) (policies on the remuneration of an authority's lowest paid employees); it is open to authorities to mirror this level of detail within the pay policy statement for their approach to the pay of those who are not chief officers.
40. Finally, while section 38 of the Act specifies the information which must be included in a pay policy statement, authorities can include any additional information relating to their policies on pay they consider is appropriate to do so.
41. For example, an authority which has or develops a local policy towards the pay of staff working for external contractors with whom the authority has contracted to perform services, may wish to articulate that policy in their pay policy statement. Similarly, an authority may consider it relevant or appropriate to explain their approach to any shared senior management arrangements it has in place.
42. As authorities are aware, it is the strong view of the Welsh Government that, as a means of minimising senior salary costs, authorities should consider sharing appointments of senior staff with other organisations. In circumstances where an authority has made such a joint appointment or is considering doing so in the financial year to which the pay policy statement relates, the statement should provide details of;
- any such existing appointments and the estimated annual salary and related savings which accrue to the authority; and
  - any such appointments which are in the process of being made or considered. Where known, this should include the number and title of the posts concerned and the estimated savings which would accrue if an appointment were made jointly.
43. Salaries payable to joint appointees are a matter for the employing organisations, having regard to their pay policy statements where relevant. We would normally expect such salaries to be higher than those payable to a single appointee, but (if, for instance, a joint appointee serves two organisations) significantly less than twice as high.

## **INDEPENDENT REMUNERATION PANEL**

44. There has been a great deal of public scrutiny regarding the levels of remuneration awarded to senior local government staff and rightly so. Given the continuing public concern and to ensure decisions to spend local taxpayers' money are subject to appropriate levels of accountability authorities must have regard to any recommendation received from the Independent Remuneration Panel when performing its functions under section 38 or 39 of the Localism Act 2011.

45. Section 143A of the Local Government (Wales) Measure 2011, as inserted by section 63 of the Local Government (Democracy) (Wales) Act 2013 refers to the Independent Remuneration Panel in Wales (“the IRP”) and sets out their functions in relation to salaries of heads of paid service.
46. The IRP may make recommendations to a qualifying relevant authority about:
  - any policy in the authority's pay policy statement which relates to the salary of the authority's head of paid service; and
  - any proposed change to the salary of the authority's head of paid service.
47. Authorities must, before making a change to the salary of its head of paid service which is not commensurate with a change to the salaries of the authority's other staff:
  - consult the IRP about the proposed change; and
  - have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.
48. Authorities must provide the IRP with such information as the Panel may reasonably require in connection with the exercise of its functions and the IRP may publish any recommendations it makes.
49. The IRP must have regard to any guidance issued by the Welsh Ministers when exercising its functions.
50. Authorities should identify in their pay policy statement whether or not such a referral has been made to the IRP. If a referral has been made, the statement should include information on the nature of the referral, the Independent Remuneration Panel's decision and the Authority's response.

## **FORMAT AND DETAIL OF PAY POLICY STATEMENTS**

51. Authorities should ensure the information within pay policy statements is presented in a clear and accessible format with jargon kept to a minimum and any acronyms used explained.
52. To improve readability, authorities are encouraged to provide information on the purpose and scope of their statement and the legislative framework.
53. Authorities should set out clearly and separately their policies against each of the requirements listed in section 38 of the Localism Act 2011.
54. Authorities are encouraged to include accountability and decision-making arrangements in their statement. This should include who in accordance with the Constitution of their Council is responsible for the decision-making in relation to the various policies outlined in their statement.
55. Authorities are encouraged to include a section in their statement which confirms a review of their policies has been completed and are current, and meet the principles of fairness, equality, accountability and value for money.
56. Authorities are encouraged to include details of pension arrangements and leave entitlements if they consider this relevant to their statements.
57. Suggested headings for authorities to use when preparing their statements are set out in Annex 1. This list is not exhaustive. Statements will reflect local circumstances and variations in each authority.

## SUGGESTED HEADINGS FOR PAY POLICY STATEMENTS

### Suggested Format or Headings

Purpose

Legislative Framework

Scope

Pay Structures and Examples

Market Supplements

Honoraria

Re-employment

Definition of Chief Officer and Pay Levels

Additions to Salary of Chief Officers

Performance Related Pay for Chief Officers

Payments on Termination

Pay Relativities within the Authority

- remuneration of lowest level
- multipliers within the authority

Independent Remuneration Panel

Accountability and Decision-Making

Reviewing the Policy

## Appendix H

### 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.

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