

Pay Policy Statement

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Policy Ratified by:	Full Council
Date:	8 March 2016
Area Applicable:	All Caerphilly employees (including Agency Workers) except School contracted employees.
Review Year	Financial Year 2016 - 17
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 (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council’s policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters has been issued in Wales by the Minister for Local Government and Communities and, in accordance with section 40 (2) of the Act, Local Authorities in Wales must have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements.
- 1.3 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on the 10 March 2015. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 8 March 2016.
- 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 2015/16 financial year has a workforce of circa 9,600 employees and a combined revenue and capital budget for 2015/2016 of over £600 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 1st of April 2009.

4.2 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.

4.3 In addition to the NJC and JNC arrangements referred to above the Council recognizes other Nationally negotiated arrangements including 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.

4.4 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 the Market Supplements Policy.

Pay Supplements

4.5 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.

4.6 The Council has committed itself to being a Living Wage Employer. The previous Living Wage rate was £7.85 per hour as covered in last year's Pay Policy. With effect from the 1 November 2015 this rate was increased to £8.26 per hour. As part of the budget setting process for 2016/17, Council, at the meeting held on 24 February 2016, approved the adoption of the new rate as our lowest paid salary point. This has been backdated to take effect from the 1 November 2015. The Council will therefore continue to pay the difference between the relevant Spinal Column Point (SCP's 5 – 12 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council's NJC Payscales as provided in Appendix A.

Honoraria / Acting Up arrangements

- 4.7 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.

Early Retirement, Voluntary Severance & Redundancy

- 4.8 The Council has agreed policies in relation to Early Retirement by Mutual Consent, Redundancy and Voluntary Severance. Any cost to the Council for employees to leave its employment with unreduced access to pension (except for compulsory redundancy) must be agreed by the Pensions Compensation Committee i.e. the group of Elected Members with delegated powers to approve such payments. The schemes are 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. All these Policies (except compulsory redundancy) are underpinned by the requirement for a robust business case which balances service delivery with cost and with Head of Service, Director, Section 151 Officer and Head of Human Resources and Organisational Development approval. The Policies are all available on the HR Portal via the following links:

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Early-Retirement-By-Mutual-Consent-On-The-Grounds.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Redundancy-Scheme.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Voluntary-Severance-Scheme.aspx>

- 4.9 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.
- 4.10 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.
- 4.11 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 Trade Union partners. We continue to review the impacts of the Medium Term Financial Plan on our workforce.

Mileage

- 4.12 The mileage rate is currently 45p per mile in accordance with the HMRC approved exempt amount.

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 22 Chief Officer posts within the substantive structure at Caerphilly Council which fall within the statutory definition of Section 43 as at 1st of April 2013 are:

- | | | |
|----|------------------------|-------------|
| a) | Chief Executive | (1 post) * |
| b) | Deputy Chief Executive | (1 post) |
| c) | Corporate Directors | (3 posts)* |
| d) | Heads of Service | (17 posts)* |

* There are currently interim and acting arrangements in place relating to the posts of Chief Executive, Director of Corporate Services, Head of Legal Services and Head of Corporate Finance.

5.1.2 Following the council meeting on the 17 January 2013, the pay structure for Chief Officers is as follows:-

- The substantive Chief Executive Officer's salary 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 it is in accordance with the decision made by full Council on 17 January 2013.
- It should be noted that the current Interim Chief Executive was appointed on the first incremental point of the approved Chief Executive salary range as per Appendix D.
- The Substantive Deputy Chief Executive – The salary of the post falls 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 falls 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 £81,973 rising to a maximum of £91,081 per annum
- Heads of Service (Band B) - The salary of the posts fall within a range of four incremental points between £63,339 rising to a maximum of £70,377 per annum
- 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 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.

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

5.3 Additions to Salary of Chief Officers

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

- The Council pays a standard mileage rate of 45p pence per mile to Chief Officers (consistent with all other employees) with effect from the 1 July 2015, 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 registration with a regulatory body if there is a requirement 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 post of Chief Executive holds responsibility to be the Returning Officer for the Council for all Elections held within the County Borough. 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 Welsh 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 of the Pay Policy Statement. This statement will come into effect, once fully endorsed by Council in March 2016.
- 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 £8.25 per hour. All roles within our grading structure previously paid in accordance with the spinal column point 5 (scp 5) to spinal column point 12 (scp 12) of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £8.25 per hour. As at 1 November 2015, this is £15,917 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week.
- 7.2 The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton "Review of Fair Pay in the Public Sector" (2010).
- 7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council's workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £142,524.

Pay Multiple Data

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

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive* (full-time equivalent basis) as a ratio	1 : 9.4
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1: 5.8
the multiple between median earning of Council employees and the Chief Executive* (full-time equivalent basis) as a ratio	1 : 7.2
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1 : 4.5

*The salary of the Interim Chief Executive has been used to produce the pay multiple data

7.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available salary benchmarking 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 5.1.2).

8.3 The Council has established a delegated Sub Committee i.e. the Pensions Compensation Committee, to consider any requests by employees to leave the employment of the Council with unreduced access to pension with a cost to the Council (except compulsory redundancy), that are supported by the agreed business case process.

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 in consultation with the Cabinet Member for HR and Governance. 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 Pay Structure – with effect from 1 January 2015

GRADE STRUCTURE		SCP	01-Apr-13	01-Jan-15	Hrly Rate	Living Wage	Living Wage Hourly Rate
	Grade 1	5	£12,435	£13,500	£7.00	£15,917	£8.25
		6	£12,614	£13,614	£7.06	£15,917	£8.25
Grade 2		7	£12,915	£13,715	£7.11	£15,917	£8.25
		8	£13,321	£13,871	£7.19	£15,917	£8.25
		9	£13,725	£14,075	£7.30	£15,917	£8.25
	Grade 3	10	£14,013	£14,338	£7.43	£15,917	£8.25
		11	£14,880	£15,207	£7.88		
		12	£15,189	£15,523	£8.05		
Grade 4		13	£15,598	£15,941	£8.26		
		14	£15,882	£16,231	£8.41		
		15	£16,215	£16,572	£8.59		
	Grade 5	16	£16,604	£16,969	£8.80		
		17	£16,998	£17,372	£9.00		
		18	£17,333	£17,714	£9.18		
Grade 6		19	£17,980	£18,376	£9.52		
		20	£18,638	£19,048	£9.87		
		21	£19,317	£19,742	£10.23		
	Grade 7	22	£19,817	£20,253	£10.50		
		23	£20,400	£20,849	£10.81		
		24	£21,067	£21,530	£11.16		
Grade 8		25	£21,734	£22,212	£11.51		
		26	£22,443	£22,937	£11.89		
		27	£23,188	£23,698	£12.28		
	Grade 9	28	£23,945	£24,472	£12.68		
		29	£24,892	£25,440	£13.19		
		30	£25,727	£26,293	£13.63		
Grade 10		31	£26,539	£27,123	£14.06		
		32	£27,323	£27,924	£14.47		
		33	£28,127	£28,746	£14.90		
	Grade 11	34	£28,922	£29,558	£15.32		
		35	£29,528	£30,178	£15.64		
		36	£30,311	£30,978	£16.06		
Grade 12		37	£31,160	£31,846	£16.51		
		38	£32,072	£32,778	£16.99		
		39	£33,128	£33,857	£17.55		
	Grade 12	40	£33,998	£34,746	£18.01		
		41	£34,894	£35,662	£18.48		
		42	£35,784	£36,571	£18.96		
	Grade 12	43	£36,676	£37,483	£19.43		
		44	£37,578	£38,405	£19.91		
		45	£38,422	£39,267	£20.35		
	Grade 12	46	£39,351	£40,217	£20.85		
		47	£40,254	£41,140	£21.32		
		48	£41,148	£42,053	£21.80		
		49	£42,032	£42,957	£22.27		

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

The Living Wage rate applies from the 1 November 2015.

Appendix B

Soulbury Pay Structure – with effect from 1 March 2015

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	
1.	35,027
2.	36,805
3.	38,583
4.	40,360
5.	42,137
6.	43,914
7.	45,588
8.	47,261
9.	48,829*
10.	50,398*
11.	51,861*

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	
1.	43,914
2.	45,588
3.	47,261*
4.	48,829
5.	50,398
6.	51,861
7.	52,462
8.	53,584
9.	54,696
10.	55,828
11.	56,937
12.	58,068
13.	59,219
14.	60,330**
15.	61,495**
16.	62,649**
17.	63,810**
18.	64,970**

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	
1	22,503
2	24,151
3	25,796
4	27,444
5	29,090
6	30,737

ASSISTANT EDUCATIONAL PSYCHOLOGISTS	
SPINE POINT	
1	27,662
2	28,792
3	29,922
4	31,045

Appendix C

**JNC Youth and Community Workers Pay Structure –
with effect From 1 March 2015**

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	
1	£14,597
2	£15,207
3	£15,817
4	£16,431
5	£16,509
6	£17,100
7	£18,267
8	£18,880
9	£19,659
10	£20,269
11	£21,254
12	£22,219
13	£23,213
14	£24,243
15	£24,945
16	£25,678
17	£26,398

PROFESSIONAL RANGE	
SPINE POINT	
13	£23,213
14	£24,243
15	£24,945
16	£25,678
17	£26,398
18	£27,125
19	£27,845
20	£28,566
21	£28,461
22	£30,298
23	£31,193
24	£32,092
25	£32,999
26	£33,904
27	£34,811
28	£35,728
29	£36,639
30	£37,549
31	£38,163
32	£37,951

Appendix D**CCBC Senior Management Pay Structure (Hay) – JNC Staff –
with effect from 1 January 2015**

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 are Heads of Service and band 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	£91,485	£94,870	£98,255	£101,650
Band A - Heads Of Service	£81,973	£85,006	£88,039	£91,081
Band B	£63,339	£65,683	£68,027	£70,377
Band C	£49,639	£51,294	£52,947	£54,604
Band D	£44,027	£45,495	£46,965	£48,430
Band E	£39,232	£40,131	£41,024	£41,904

In accordance with the decision of full Council on 17 January 2013:

- there are no Officers employed currently in the Band A+
- the substantive Chief Executive will be employed on a spot salary of £137,000 for the duration of the current administration (May 2017). The salary range for the post of Chief Executive is accurately detailed in the above table.

Appendix E

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE	
<ul style="list-style-type: none"> • Chief Executive & Directors (JNC / (Hay)) 	33 days pa (No access to flexi leave)
<ul style="list-style-type: none"> • Chief Officers (JNC / (Hay)) • NJC • Soulbury 	<p>28 days pa *</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>Where relevant individual employees are members of the flexible working hours scheme, they are entitled to 6 days flexi leave per 12 week period.</p> <p>*There are five officers who have protected leave at 33 days pa</p>
<ul style="list-style-type: none"> • 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 (JNC / (Hay)) • Chief Officers (JNC / (Hay)) • NJC • 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 (JNC / Hay) • Chief Officers (JNC / Hay) 	None
<ul style="list-style-type: none"> • NJC • 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</p>

	<p>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>
SICK PAY SCHEME	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) • NJC • 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>

Appendix F

CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES

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>	1/1/2016
For each Electoral Division / Community Ward	£
For each 1000 Electors (or part)	80.74
For next 1000 Electors (or part)	45.93
For every subsequent 250 Electors (or part)	15.51
2) <u>UNCONTESTED ELECTIONS</u>	
For each uncontested Division / Ward	73.18
3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's	
*NB – 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)	0.32p
<i>(minimum per Division / Ward)</i>	<i>(24.48)</i>
<i>(minimum per casual vacancy)</i>	<i>(71.41)</i>
Receipt (for each paper)	0.32p
<i>(minimum per Division / Ward)</i>	<i>(24.48)</i>
<i>(minimum per casual vacancy)</i>	<i>(71.41)</i>
4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above	
Per 1000 or part issued	29.57
<i>(minimum per casual vacancy)</i>	<i>41.82</i>