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1 February 2012

To: Chairman – Councillor Simon Edwards
Vice-Chairman – Councillor Pippa Corney
Members of the Employment Committee – Councillors John Batchelor,
Brian Burling, Lynda Harford, Liz Heazell, Alex Riley and Jim Stewart
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 9 FEBRUARY 2012 at 1.30 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1.	APOLOGIES FOR ABSENCE To receive apologies for absence from committee members.	
2.	DECLARATIONS OF INTEREST	
3.	MINUTES OF PREVIOUS MEETING	1 - 2
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OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

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No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Thursday, 24 November 2011 at 4.30 p.m.

PRESENT: Councillor Pippa Corney – Vice-Chairman

Councillors: Val Barrett Simon Edwards
Liz Heazell Alex Riley
Jim Stewart

Officers: Holly Adams Democratic Services Team Leader

Councillor Tony Orgee was in attendance, by invitation.

Apologies for absence were received from Councillor Brian Burling (Councillor Val Barrett attending as substitute).

3. DECLARATIONS OF INTEREST

None.

4. ELECTION OF CHAIRMAN OF THE EMPLOYMENT COMMITTEE FOR THE REMAINDER OF THE 2011/12 CIVIC YEAR

Councillor Tony Orgee, Chairman of the Council, took the Chair for this item.

Councillor Alex Riley nominated Councillor Simon Edwards for election as Chairman, seconded by Councillor Pippa Corney. Councillor Liz Heazell nominated Councillor John Batchelor for election as Chairman, seconded by Councillor Jim Stewart. No members of the Employment Committee objected to the two nominees remaining in the room and participating in the vote.

A vote was held and, with four votes to three, the Employment Committee **RESOLVED** that Councillor Simon Edwards be elected Chairman of the Employment Committee for the remainder of the 2011/12 civic year.

5. APPOINTMENT OF VICE-CHAIRMAN OF THE EMPLOYMENT COMMITTEE FOR THE REMAINDER OF THE 2011/12 CIVIC YEAR

No decision was made as the changes made by Council to the membership of the Employment Committee did not affect the Vice-Chairmanship.

The Meeting ended at 3.41 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Employment Committee9th February 2012**AUTHOR/S:** HR Manager

PAY POLICY STATEMENT**Purpose**

1. This report appraises Members of the Employment Committee of the requirements of the Localism Act and recommends that the attached Pay Policy Statement is submitted to Full Council for consideration at its meeting on 23rd February 2012.

Recommendations

2. That the Members of the Employment Committee:
 - a) consider the draft Pay Policy Statement as required by the Localism Act;
 - b) recommend the Pay Policy Statement to Full Council
 - c) undertake a review of the pay grade for the post of Executive Director during 2012.

Reasons for Recommendations

3. The Pay Policy Statement, as drafted for South Cambridgeshire District Council, fulfils the requirements as defined in the Localism Act.
4. The pay grade for the post of Executive Director needs to be revised in order to meet the requirements of the Equalities Act.

Background

5. Will Hutton's 2011 Review of Fair Pay in the Public Sector has been a key driver in the Government's aim for greater transparency and value for money in terms of senior public sector pay.
6. The Hutton Review recommended a requirement to openly compare the policies on remuneration for chief officers, and details of how decisions are made about the salaries of the highest paid officers and how that relates to the lowest paid.
7. The Localism Act 2011 (enacted in November 2011) requires English local authorities to produce a statutory pay policy statement for 2012/2013, and for each financial year thereafter. The Act is very prescriptive in what the statement must contain. The pay policy statement must be approved by a resolution of Full Council and must include pay and other remuneration for chief officers and other employees, including the lowest paid.
8. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination and severance payments. The statement must include; the local authority's policy on the level and elements of remuneration for each chief officer; remuneration of it's lowest-paid employees; the relationship between remuneration of chief officers and other officers, and the local authority's policy on other aspects such as performance bonus,

termination payments and transparency. The statement should refer the authority's approach to the re-employment of chief officers who have returned to the local authority into a chief officer role.

9. The Council's strategy must be one of balancing between securing and retaining high-quality employees whilst avoiding being unnecessarily generous /excessive. In developing the policy the authority must be satisfied that its policy is workable, affordable and reasonable and, that it will instil public confidence.

Considerations

10. In 2011, prior to the commencement of the recruitment process, Members reviewed the pay and terms and conditions in relation to the post of Chief Executive. The grade was reduced from eight to six spinal points, to conform to equalities legislation, and the pay levels reduced following consideration of the recommended salary for a district chief executive (as suggested by the Joint Negotiating Committee for Local Authority Chief Executives), and a market pay review. It was also agreed to remove the entitlement to a lease car. The Chief Executive post retains the role of Returning Officer.
11. The pay level for the Executive Director post was last reviewed in 2009 at the time of recruiting to the Executive Director Corporate Services. This was a particularly difficult position to fill; the first attempt produced no suitable applicants, and the second attempt produce a low number of applicants, none of which were considered to be appointable. The pay grade for this post is still based on eight spinal points. The current equalities legislation requires that there must be no more than 5 years of progression within a pay grade, in order to adhere to this, the Council will need reduce the number of spinal points. It is therefore recommended that the pay grade for the Executive Director post be reviewed during 2012.
12. For all job roles, Director level and below, the Council has undertaken a job evaluation exercise. The project, in line with meeting the current equalities legislation, has also reviewed all benefits and policies in relation to remuneration of employees. Again, the pay structure has been revised and grades have been reduced from eight to six spinal points.

Options

13. The Localism Act requires the Council to produce a pay policy statement for 2012/2013; this is a statutory requirement, which must be met.

Implications

14. Financial	None at present, salaries referred to in the statement are within current budgets
Legal	The Localism Act requires the Council to have a Pay Policy Statement.
Staffing	Pay and benefits for Council employees remains a key element in terms of attracting and retaining talent and therefore delivering first class services. The Council's pay and reward strategy has been developed to ensure that employee pay is based on a fair and transparent evaluation process.
Risk Management	None

Equality and Diversity	The Council's pay grades and evaluation method meets the requirements of the current Equalities Act.
Equality Impact Assessment completed	Yes, as part of the Job Evaluation project
Climate Change	None

Consultations

- 15. Trade Unions have been fully involved in the Job Evaluation project and, as such, have been consulted throughout. Employees are currently being consulted on the proposed Single Status Agreement, which details the Council's approach to pay and benefits.
- 16. Member's views were sought in relation to the pay and benefits for the post of Chief Executive prior to the recruitment exercise in 2011.
- 17. A review of the pay grade for the Executive Director will require full consultation with the post holder and any relevant trade union.

Consultation with Children and Young People

- 18. None.

Conclusions/Summary

- 19. This report sets out the requirements of the Localism Act in relation to the development of a Pay Policy Statement for South Cambridgeshire District Council. It appraises Members of the definitions and principles, such as transparency and affordability, to be considered in order to ensure that the Council meets the statutory requirements. In adopting the proposed Pay Policy Statement as set out above, the authority will have fulfilled this requirement.

Background Papers: the following background papers were used in the preparation of this report:

Local Government Association and ALACE guidance dated November 2011
 DCLG Code of recommended practice for Local Authorities on transparency
 September 2011

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PAY POLICY STATEMENT 2012 / 2013

The Localism Act 2011 (s38) requires English local authorities to produce a pay policy statement for 2012/2013, and for each financial year thereafter. The Act states that the policy must include pay and other remuneration for chief officers and other employees, including the lowest paid.

The Act defines remuneration widely, to include pay, charges, fees, allowances, benefits in kind, pension and termination payments.

The pay policy statement:

- must be approved formally by Full Council by the end of March each year; starting with 2012
- can be amended in-year

1.0 Scope

1.1 The pay policy statement applies to the following posts at South Cambridgeshire District Council:

- Chief Executive
- Executive Directors
- Directors
- Heads of Service

2.0 Salary

2.1 The current salary scales for Chief Executive, Executive Directors, Directors, and Heads of Service are presented in the table below.

Chief Executive			105,000	108,000	111,000	114,000	117,000	120,000
Executive Director	81,155	84,084	87,014	89,944	92,873	95,803	99,319	102,835
Director (Grade11)			67,971	70,607	73,243	75,881	78,517	81,155
Grade 10 *			57,715	59,767	61,818	63,868	65,921	67,971
Head of Service (Grade 9)			50,391	51,856	53,322	54,787	56,251	57,715

* There are no roles within grade 10

2.2 Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

3.0 Pay Awards

3.1 The Council has local arrangements for the negotiation of annual pay awards with trade unions recognised by the council, namely the GMB and Unison. Reference is made to the nationally negotiated pay award for Chief Executives, Chief Officers and other local government employees. The national negotiating bodies are:

- Joint Negotiating Committee for Chief Executives
- Joint Negotiating Committee for Chief Officers
- National Joint Committee for Pay and Conditions of Service for Local Government

4.0 Terms and Conditions of Employment

4.1 The terms and conditions of employment for the Chief Executive are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Executives.

4.2 The terms and conditions of employment for Executive Directors are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Officers.

4.3 The terms and conditions of employment for the Directors and Heads of Service are determined in accordance with collective agreements, negotiated by the National Joint Committee for Pay and Conditions of Service for Local Government.

4.4 These are supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council.

5.0 Remuneration on Recruitment

5.1 The Council will approve the appointment of the Chief Executive, Executive Directors following the recommendation of such appointments by the Employment Committee or Sub-committee of the Council, which must include at least one member of the Executive. The full Council may only make or approve the appointment of these posts where no well-founded objection has been made by any member of the Executive. The salary on recruitment will be within the current salary range of these posts at that time.

5.2 The Employment Committee or Sub-Committee of the Council, which must include at least one member of the Executive, will appoint Directors. An offer of employment as a Director can only be made where no well-founded objection from any member of the Executive has been received. The salary on recruitment will be within the current salary range of these posts at that time.

- 5.3 Appointment of Heads of Service is the responsibility of the Chief executive or his/her nominee and may not be made by Councillors. The salary on recruitment will be within the current salary range of these posts at that time.

Rules governing the recruitment of the Chief Executive, Executive Directors, Directors and Heads of Service are set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

6.0 Bonus Payments

- 6.1 There are no bonus arrangements payable to the Chief Executive, Executive Directors, Directors or Heads of Service.

7.0 Progression through Pay Grades

- 7.1 The salary of employees within the scope of this policy rises by increments to the top point of their salary grade, subject to good performance. Progression through the pay grade is determined by assessment of the employee's performance in line with the Council's Performance and Development Review process.

8.0 Salaries over £100,000

- 8.1 The posts of Chief Executive and Executive Directors are the only posts that carry salaries of over £100,000.

9.0 Publication of salary data

- 9.1 Salary data for the Chief Executive, Executive Directors, Directors and Heads Of Service is published on the councils website

For the Chief Executive and Executive Directors this includes name, job description, actual salary, expenses and any election fees paid. For Directors and Heads Of Service this includes salary by post title.

This pay policy statement once approved by Full Council will be published on the Councils website.

10.0 Expenses

- 10.1 The expenses which may be payable to the Chief Executive, an Executive Director, Director or Head of Service are as follows:
- Car/Motorcycle/Bicycle allowance – these are stated in the Council's Mileage and car allowance policy approved by Cabinet in January 2011
 - Re-imbursment of travel and subsistence – this is in accordance with the Council's stated policy as at June 2011
 - Payments under the eye test scheme as stated within the Council's Health & Safety policy

11.0 Other Benefits

- 11.1 The employees within the scope of this policy are entitled to participate in the Council's Childcare Voucher scheme in conjunction with Sodexo Say Care Childcare Voucher Provider. Employees can sacrifice part of their salary for childcare vouchers. These vouchers are exempt from income tax or National Insurance contributions and therefore represent a saving for employees who then use them to purchase childcare. Employees within the scope of this policy can purchase an annual maximum of £1484 worth of childcare vouchers through the scheme.
- 11.2 The employees within the scope of this policy are entitled to participate in the Council's Cycle Scheme whereby employees can sacrifice part of their salary to lease cycles for travel to work. The amount sacrificed is exempt for income tax and national insurance contributions and therefore represents a saving for participating employees.

12.0 Severance Payments

- 12.1 Severance payments are made in accordance with the Council's Organisational change and Redundancy policy as approved by Council in November 2010 and are the same for all staff.
- 12.2 Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.
- 12.4 The Council provides career counselling and out placement support for employees facing redundancy, this includes job search and interview skills.
- 12.5 Compromise agreements will only be used in exceptional circumstances where they represent best value for the Council.

13.0 Pension and Pension Enhancements

The employees within the scope of this policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they contribute between 7.2 and 7.5% of their salary to the scheme.

13.0 Election Fees

- 13.1 The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the council's Returning Officer.

The fees for Parliamentary, Police Commissioner and Euro Elections are set by the Electoral Commission.

Fees for local elections are set locally and are currently £373 per contested ward and £55 per uncontested ward.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

14.0 Relationship to lowest paid employees

14.1 The lowest paid staff within the Council are on grade 1 of the Council's pay structure. For this reason we have chosen staff employed on grade 1 as our definition of the 'lowest paid' for the purposes of this policy.

Grade 1 currently ranges from £13,126 to £14,356 per annum. The lowest pay point on the council's pay scale is currently £13,126 per annum.

The Chief Executive's current salary scale runs from £105,000 to £120,000.

The current ratio between the highest and lowest pay points on grade 1 is - 1:9.1

The current ratio between the highest and lowest pay points on the Chief executive grade is 1:1.14

The ratio of the current chief executives salary and the lowest pay point is 1:9.1

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

15.0 Re-engagement of ex South Cambridgeshire District Council staff within the scope of this policy

All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit, in accordance with the rules governing the recruitment of the Chief Executive, Executive Directors, Directors and Heads of Service set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

The council will not engage an ex South Cambridgeshire District Council member of staff within the scope of this policy outside of these arrangements.

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