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24 December 2014

To: Chairman – Councillor Val Barrett
Vice-Chairman – Councillor Simon Edwards
Members of the Employment Committee – Councillors Lynda Harford,
Caroline Hunt, Sebastian Kindersley, Alex Riley, Jim Stewart and Edd Stonham
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 13 JANUARY 2014 at 12.00 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 To receive any declarations of interest for items on this agenda.	
3.	MINUTES OF PREVIOUS MEETING To authorise the Chairman to sign the minutes of the meeting held on 22 January 2013 as a correct record.	1 - 2
4.	ANNUAL PAY POLICY STATEMENT 2014-15 To consider the Council's Pay Policy Statement for 2014-15.	3 - 10

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focusing on the priorities, needs and aspirations of our residents, parishes and businesses.

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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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Tuesday, 22 January 2013 at 4.00 p.m.

PRESENT: Councillor David Whiteman-Downes – Chairman
Councillor Simon Edwards – Vice-Chairman

Councillors: Val Barrett Lynda Harford
Caroline Hunt Sebastian Kindersley

Officers: Patrick Adams Senior Democratic Services Officer
Susan Gardner Craig Human Resources Manager
Fiona McMillan Legal & Democratic Services Manager and
Monitoring Officer

Apologies for absence were received from Councillor Alex Riley.

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The Committee authorised the Chairman to sign the minutes of the meeting held on 19 February 2012 as a correct record.

The Legal and Democratic Services Manager agreed to investigate a query regarding the political proportionality of the Committee.

3. PAY POLICY STATEMENT

The HR Manager introduced this report which detailed the requirements of the Localism Act in relation to pay policy and invited the Committee to consider the pay level for the Executive Director post and the policy on re-engagement of employees following severance of employment.

Market tested remuneration

It was understood that a market-testing exercise had been carried out and the salary of the Executive Director was similar to other comparable posts. It was noted that the Committee were considering the appropriate salary scale for the post, not the officer.

Age legislation

The HR Manager explained that the Executive Director post was outside the scope of the job evaluation process and currently had eight spinal column points. Posts which had more than six spinal column points did not comply with age equality legislation.

Following a brief discussion the Committee decided

- Against retaining the current eight point scale and reviewing when the post becomes vacant, as the matter needed to be resolved.
- That the incremental increases should be no more than £3,000, which was the same as the Chief Executive post.

Publication of Chief Officers' pay on the website

The HR Manager agreed to liaise with IT to ensure that details of the Chief Officers'

remuneration were published on the website as the legislation required.

Re-engagement of former employees

The Committee accepted that the Council required a policy that prevented the re-employment of former employees, for a period of three years, after receiving a redundancy payment. However, it was agreed that the policy should make provision for exceptional circumstances where an employee could be re-engaged. It was suggested that the Committee should consider the draft policy instead of the Finance and Staffing Portfolio Holder, as suggested in the report.

The Employment Committee unanimously

RECOMMENDED TO COUNCIL

The pay policy statement as attached in appendix 1, with amendments to be made to the Executive Director's pay scale, as laid out below:

	Scp1	Scp2	Scp3	Scp4	Scp5	Scp6
Executive Director	85,000	88,000	91,000	94,000	97,000	100,000

The Committee unanimously

AGREED That a policy should be drawn up, which ensures that

- (A) The Council does not re-employ former employees for a period of three years, after receiving a redundancy payment; however
- (B) Provision should be made to allow the reemployment of an employee in exceptional circumstances.

The Meeting ended at 4.30 p.m.

Agenda Item 4

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Employment Committee

13 January 2014

AUTHOR/S: Human Resources Manager

PAY POLICY STATEMENT

Purpose

1. This report appraises Members of the Employment Committee of the requirements of the Localism Act in relation to a pay policy statement.

Recommendations

2. That the Employment Committee:
 - a) consider the updated pay policy statement as required by the Localism Act;
 - b) recommend the pay policy statement to Full Council

Reasons for Recommendations

3. The pay policy statement, as drafted for South Cambridgeshire District Council, fulfils the requirements as defined in the Localism Act 2011 sections 38 to 40.

Background

4. The 2011 Hutton Review of Fair Pay 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.
5. The Localism Act 2011 requires English local authorities to produce a statutory pay policy statement for each financial year. 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. The DCLG statutory guidance on the Localism Act refers to "Openness and accountability in local pay" and covers such matters as pay fairness in the public sector by increasing transparency over pay and tackling disparities between the lowest and the highest paid in public sector organisations.
6. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination, performance bonus and severance payments. The statement should also refer to the authority's approach to the re-employment of officers and, in particular senior officers who have returned to a local authority into a similar senior officer role.
7. The Council's strategy must be one of balancing between securing and retaining high-quality employees whilst maintaining pay equality and avoiding excessive pay rates. 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

8. In February 2013, the Council approved the pay policy statement for the authority. This policy has been reviewed and updated with 2013/2014 pay and organisational structures and job titles.

Implications

9. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

10. None at present, salaries referred to in the statement are within current budgets.

Legal

11. The Localism Act 2011 requires the Council to have a Pay Policy Statement.

Staffing

12. 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.

Equality and Diversity

13. The Council's pay grades and evaluation method meets the requirements of the current Equalities Act.

Consultations

14. Trade Unions were fully involved in the Job Evaluation project and, as such, have been consulted throughout the process of achieving the Single Status Agreement and pay and grading structures. Employees were consulted and balloted on the Single Status Agreement, which details the Council's approach to pay and benefits.

Conclusions/Summary

15. This report sets out the requirements of the Localism Act 2011 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

16. 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

Report Author: Susan Gardner-Craig – Human Resources Manager
Telephone: (01954) 713285

PAY POLICY STATEMENT 2013 / 2014

The Localism Act 2011 ('the Act') (sections 38 to 40) requires English local authorities to produce a pay policy statement for each financial year. The DCLG statutory guidance on the Localism Act refers to "Openness and accountability in local pay" and covers such matters as pay fairness in the public sector by increasing transparency over pay and tackling disparities between the lowest and the highest paid in public sector organisations. 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
- 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 (Head of the Paid Service)
- Executive Director (Section 151 Officer)
- Directors
- Heads of Service (including Legal & Democratic Services Manager (Monitoring Officer))

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	106,050	105,080	112,110	115,140	118,170	121,200
Executive Director	85,850	88,880	91,910	94,940	97,970	101,000
Director (Grade11)	68,651	71,313	73,975	76,640	79,302	81,967
Head of Service (Grade 10)	58,292	60,365	62,436	64,507	66,580	68,651
Head of Service (Grade 9)	50,895	52,375	53,855	55,335	56,814	58,292

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 the Executive Director 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 Head of the Paid Service, Executive Director, Chief Finance Officer and Monitoring Officer and 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 Director, 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 can 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 council's website

For the Chief Executive and Executive Director 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 Council's 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 policy which is set out in the Single Status Agreement approved by trade unions in May 2012.
- 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 £2916 worth of childcare vouchers through the scheme. Employee savings can amount up to £933 per annum.
- 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 Cabinet in November 2013 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. Changes to the LGPS regulations are expected in April 2014, this is likely to change contribution rates and change the scheme from a final salary scheme to a career average (CARE) 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 £373.72 per contested ward and £55.20 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 pay grade of the Council's pay structure is Grade 1. For this reason we have chosen staff employed on grade 1 as our definition of the 'lowest paid' for the purposes of this policy. Ratios are based on base salary and do not include other payments.

Grade 1 currently ranges from £13,257 to £14,500 per annum. The lowest pay point on the council's pay scale is currently £13,257 per annum.

The Chief Executive's current salary scale runs from £106,050 to £121,200.

The current ratio between the lowest and highest pay points on grade 1 is - 1:1.09

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

The ratio of the lowest pay point to the current chief executives salary 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.

14.2 The gender balance of the highest 5% of SCDC earners is 45% females to 55% males.

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

15.1 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.

- 15.2 Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.
- 15.3 Chief Executive, Executive Director, Directors
The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment. Only in exceptional circumstances will re-engagement be considered in line with the council's re-engagement policy.
- 15.4 All other grades of employee
The Council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment within three years from cessation of employment, this includes casual bank assignments. Only in exceptional circumstances will earlier re-engagement be considered in line with the council's re-engagement policy.
- 15.5 Employment of those in receipt of an LGPS pension
Where the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.