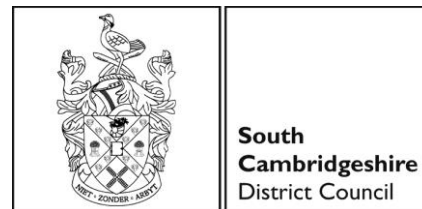


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3 January 2018

To: Chairman – Councillor Ray Manning
Vice-Chairman – Councillor Val Barrett
Members of the Employment Committee – Councillors Doug Cattermole,
Pippa Corney, Simon Edwards, Sebastian Kindersley, Alex Riley, Bridget Smith
and Edd Stonham

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, 11 JANUARY 2018 at 10.00 a.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
Beverly Agass
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 To agree the minutes of the meeting held on 26 January 2017 as a correct record.	1 - 2
RECOMMENDATION TO COUNCIL		
4.	ANNUAL PAY POLICY STATEMENT	3 - 14

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.

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Security

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Thursday, 26 January 2017 at 10.00 a.m.

PRESENT: Councillor Pippa Corney – Chairman
Councillor – Vice-Chairman

Councillors: Ray Manning Alex Riley
Edd Stonham Peter Topping

and Councillor .

Officers: Patrick Adams Senior Democratic Services Officer
Susan Gardner Craig Head of People and Organisational Development

Councillors were in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Doug Cattermole, Pippa Corney, Simon Edwards, Sebastian Kindersley and Bridget Smith.

Councillor Ray Manning proposed and Councillor Peter Topping seconded Councillor Alex Riley as Chairman for the meeting. There being no other nominations Councillor Riley was duly elected as Chairman for the meeting.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Thursday 26 January were agreed as a correct record.

4. PAY POLICY STATEMENT

The Head of People and Organisational Development presented this report, which updated the Committee on the requirements of the Localism Act in relation to the pay policy statement. It was noted that there were two amendments to make to the policy:

- Inclusion of “Joint Director Planning and Economic Development” in the list of posts the policy applies to.
- Inclusion of “Combined Authority Mayoral” elections in the list of election fees set by the Government.

The Head of People and Organisation Development explained that the Council was waiting for details from the Government on the implications of the Enterprise Bill on the maximum for exit payments and restrictions on early access to pensions. It was noted that when the Government clarified its intent a report on the consequences would be taken back to this Committee. The Government’s current plan was for the changes to implemented by 1 April 2017.

The Employment Committee noted the comments made by Councillor Douglas de

Lacey, with regard to the Local Pay Claim 2017. It was understood that the Finance and Staffing Portfolio Holder was responsible for deciding the pay award for staff and therefore any comments from councillors were best directed to him.

The Employment Committee **NOTED** the Local Pay Claim 2017 document from UNISON.

The Employment Committee

RECOMMENDED THAT COUNCIL

Approve the Pay Policy Statement, with the inclusion of the “Joint Director Planning and Economic Development” as the third bullet point in paragraph 1.1 and the inclusion of the words “Combined Authority Mayoral” in the list of election fees set by the Government as listed in the third paragraph under 14.1.

The Meeting ended at 10.30 a.m.

Agenda Item 4



South
Cambridgeshire
District Council

Report To: Employment Committee

11 January 2018

Lead Officer: Head of People and Organisational Development

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

- a) That the Employment Committee recommend the approval of the Pay Policy Statement to Full Council

Reasons for Recommendations

2. In January 2017, the Council approved the Pay Policy Statement for the authority. This policy has been reviewed and updated with 2017/2018 pay and organisational structures and job titles.
3. This report sets out the requirements of the Localism Act 2011 sections 38 to 40, 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.
4. The report also fulfils the requirement under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 which private and public sector employers to report annually, the difference between the average hourly rate of pay for male and female employees.

Background

5. 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.
6. 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.

7. 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.
8. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination payments, 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.
9. 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.
10. In November 2015 the Government indicated its intention to go ahead with proposals to introduce a cap on exit payments for employees in the public sector. This has been included within the Enterprise Bill 2015. Regulations have been drafted and subjected to consultation during 2016. There has been further consultation on this during 2017 and current plans are for final approval in early 2018.
11. The Enterprise Bill (now Enterprise Act) and Public Sector Exit Payment Regulations 2016 state Government's intention that there will be:
 - Place a limit on the value of exit payments
 - Cover most types of payment relating to exits, including voluntary and compulsory redundancy and severance payments
 - Apply broadly across the public sector
 - Enable restrictions to be relaxed in exceptional circumstances subject to approval by the relevant Minister
 - There will be a limited number of exempt payments (e.g. death or injury)
12. Relevant council employment and pension policies will be revised once the full details and implications are known in relation to the regulations concerning termination arrangements and exit payments.
13. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require larger private and public sector employers (250+ employees) to report annually the difference between the mean and median average hourly rate of pay for male and female employees, gender bonus gap and the number of men and women across salary quartiles. Both sets of regulations came into force on 31 March 2017, with the first reports falling due by 30 March 2018 in the public sector and by 4 April 2018 in the private sector. The report has been updated to reflect this requirement.

Considerations

14. The Council has made provision in the medium term financial strategy (MTFS) for a 1% pay increase for 2018/2019 financial year. This is in addition to 1% to cover incremental rises. South Cambridgeshire District Council agrees annual pay awards through local negotiation with the recognised trade unions (GMB and Unison).

15. The Unison local branch has submitted a pay claim for 2018. The claim sets out a number of arguments for an increase in pay for employees including the rising cost of living in the South East, the impact of recent pay freezes and pay caps in the public sector and recruitment and retention pressures. The trade union has also made reference to the National Living Wage and Living Wage Foundation rate. The trade union has requested a pay increase of 5%, across all spinal points which would add to the Council's pay bill by £1M in the first year and place an immediate and ongoing requirement on the Council to find further savings.
16. The local trade union pay claim is not in line with the national Local Government pay offer which aims to address the lowest scp values (NJC Pay scales) and, increase all other pay points by 2%. It is part of a two-year pay deal offered by Local Government employers.
17. The Finance and Staffing Portfolio Holder will give consideration to the pay claim once Council has approved the budget for 2018/2019.

Implications

Financial

18. Salaries referred to in the Pay Policy Statement are within current budgets.
19. Implications for an increase of 5% on current pay points is set out in 15 above. A proposal to increase the Council's pay bill by more than the amount in the MTFS would need Full Council approval.

Legal

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

Staffing

21. 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

22. The Council's pay grade structure and job evaluation method meets the requirements of the Equalities Act.

Consultations (including from the Youth Council)

23. Trade Unions were fully involved in the Job Evaluation project and, as such, were 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.
24. The trade unions have submitted a pay claim for 2018 on behalf of their members.

Background Papers

19. 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
 - Department for Business & Skills - Guidance on Enterprise Bill
 - The Equalities Act 2010 (Specific Duties and Public Authorities) Regulations
2017
 - www.gov.uk/government/consultations

Report Author: Susan Gardner-Craig – Head of People and Organisational
Development
Telephone: (01954) 713285

PAY POLICY STATEMENT 2018

The Localism Act 2011 ('the Act') (sections 38 to 40) requires English local authorities to produce a Pay Policy Statement for each year. The Act states that the policy must include the Council's approach to pay and other remuneration for Chief Executive, 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 during the 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)
- Joint Director Planning and Economic Development
- 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	110,357	113,510	116,662	119,815	122,969	126,121
Executive Directors	89,337	92,490	95,642	98,794	101,948	105,101
Director (Grade11)	71,438	74,208	76,979	79,752	82,522	85,296
Head of Service (Grade 10)	60,660	62,817	64,971	67,127	69,283	71,438
Head of Service (Grade 9)	52,961	54,502	56,042	57,581	59,121	60,660

- 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 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

The Council will also have regard to the Living Wage Foundation rate when it agrees annual pay awards for its staff each year. The Council, however, does not intend to seek formal accreditation from the Living Wage Foundation.

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 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 Head of the Paid Service, Executive Directors, 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 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 Council's website

For the Chief Executive and Executive Directors this includes name, job title, 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, Executive Directors, 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-imbursement 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 Market Supplement Policy

- 11.1 There are occasions when the salary determined by the grading for a post results in an inability to successfully recruit to or retain staff in particular posts or specific occupational areas, this may be due to fluctuations in the job market supply. These recruitment and retention problems can affect ability to deliver services to our residents. In such cases it may be appropriate to pay a market supplement in addition to the salary where there is evidence to justify that market factors are the “material reason” for the post attracting a higher rate of pay than other posts graded similarly. Any additional market supplement will be made in accordance with the Council’s Market Supplement Policy.

12.0 Other Benefits

- 12.1 All Council employees including those 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.
- 12.2 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.

13.0 Severance Payments

- 13.1 Severance payments are made in accordance with the Council’s Organisational Change and Redundancy policy and are the same for all staff.
- 13.2 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.
- 13.4 The Council provides career counselling and out placement support for employees facing redundancy, this includes job search and interview skills.
- 13.5 Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

14.0 Pension and Pension Enhancements

- 14.1 All 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 8.5 and 11.4% of their salary to the scheme. Changes to the LGPS regulations were implemented in April 2014, and this changed contribution rates and changed the scheme from a final salary scheme to a career average (CARE) scheme.

15.0 Election Fees

- 15.1 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, Combined Authority Mayoral and Euro Elections are set by the Government.

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.

16.0 Relationship to lowest paid employees

- 16.1 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 £13,796 to £15,449 per annum. The lowest paid employee on the council's pay scale is currently £13,796 per annum.

The Chief Executive's current salary scale ranges from £110,357 to £126,121.

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

The current ratio between the Chief Executive's current salary and the lowest pay point is 1:8.9

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

- 16.2 The gender balance of the highest grades of SCDC earners is 56% females to 44% males.

17.0 Gender Pay Gap Reporting

- 17.1 In 2017 new equality regulations were introduced on Gender Pay reporting. South Cambridgeshire District Council is required to publish information under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The definitions and types of information to be reported are defined in the regulations and to aid understanding the definitions are shown below, together with the data.

17.2 The mean gender pay gap

The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees. This is shown as a percentage.

The mean gender pay gap is - **4.99%** in favour of females

A **mean** average involves adding up all of the numbers and dividing the result by how many numbers were in the list.

17.3 The median gender pay gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees (see regulation 9). This is shown as a percentage.

The median gender pay gap is -**17.12%** in favour of females

A **median** average involves listing all of the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

17.4 The median bonus gender pay gap

The median bonus gender pay gap is not applicable as we do not pay bonuses.

17.5 The proportion of males and females in each quartile pay band

This calculation requires an employer to show the proportions of male and female full-pay relevant employees in four quartile pay bands, which is done by dividing the workforce into four equal parts.

There are four sections (called quartiles) with an equal number of employees in each section (or as close as possible to this). The quartiles (from the lowest to highest) are called the lower quartile, the lower middle quartile, the upper middle quartile, and the upper quartile.

Quartile	Female	Male	Grand Total	Female %	Male %
1. Lower Quartile	34	89	123	28%	72%
2. Lower Middle Quartile	59	64	123	48%	52%
3. Upper Middle Quartile	75	48	123	61%	39%
4. Upper Quartile	68	55	123	55%	45%

- 17.6 The mean and median figures in points 17.2 and 17.3 above reflect the fact that the Council's workforce in the bottom quartile is mainly male as the Council directly employs refuse operatives and drivers in a shared service for two Councils (SCDC and Cambridge City Council).

18.0 Tax Avoidance

- 18.1 The Council takes tax avoidance seriously and will seek to appoint individuals to vacant positions using the recruitment procedures on the basis of contracts of employment and apply direct tax and National Insurance deductions from pay through the operation of PAYE.
- 18.2 Where consultants are recruited the Council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company effectively, controlled by him or her.
- 18.3 These principles will be embedded in contract clauses and guidance for managers when employing consultants.

19.0 Re-engagement of former South Cambridgeshire District Council staff within the scope of this policy

- 19.1 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.
- 19.2 Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.
- 19.3 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.
- 19.4 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 re-engagement be considered in line with the council's re-engagement policy.

19.5 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.

20.0 Apprentices

20.1 The Council has engaged a number of apprentices. The apprentice roles are created by services as development opportunities to support the apprenticeship programme. These roles are usually existing posts within service area structures. Apprentices are paid at Grade 1 during the term of their apprenticeship.

Publication of the Pay Policy Statement

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