



## 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.