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7 January 2016

To: Chairman – Councillor Alex Riley
Vice-Chairman – Councillor Val Barrett
Members of the Employment Committee – Councillors Simon Edwards,
Lynda Harford, James Hockney, Caroline Hunt, Sebastian Kindersley,
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 **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 15 JANUARY 2016 at 2.00 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	
3. MINUTES OF PREVIOUS MEETING	1 - 2
4. ANNUAL PAY POLICY STATEMENT	3 - 12
5. APPOINTMENT OF MONITORING OFFICER (REPORT TO FOLLOW) The Committee will be invited to recommend to Council the appointment of a Monitoring Officer.	

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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If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Thursday, 29 January 2015 at 10.00 a.m.

PRESENT:	Councillor Alex Riley – Chairman Councillor Peter Topping – Vice-Chairman	
Councillors:	Simon Edwards Caroline Hunt Jim Stewart	Lynda Harford Sebastian Kindersley Edd Stonham
Officers:	Fiona McMillan Steve Ward Graham Watts	Legal & Democratic Services Manager and Monitoring Officer Human Resources Democratic Services Team Leader

Councillor Kevin Cuffley was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST

No declarations of interest of made.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 13 January 2014 were **AGREED** and signed by the Chairman as a correct record, subject to the replacement of the word appraised with apprised in the opening paragraph of minute number 6.

4. ANNUAL PAY POLICY STATEMENT 2015/16

The Employment Committee considered a report, presented by the Legal and Democratic Services Manager, which provided Members with an opportunity to review the Council's Pay Policy Statement for 2015/16.

The revised Pay Policy Statement, as appended to the report, included amendments as required by the Local Government Transparency Code 2014 regarding the publication of information relating to senior officer pay and remuneration.

Discussion ensued on the subject of the living wage and Members were pleased that this had been taken into account as part of the Pay Policy Statement, as set out in paragraph 3.1 of the document under the pay awards section. In answer to a question about seeking accreditation from the Living Wage Foundation, Councillor Simon Edwards, Portfolio Holder for Finance and Staffing, reported that this issue had been considered at his Portfolio Holder Meeting and that it would not be appropriate for South Cambridgeshire District Council to become accredited. He added, however, that the Statement did have regard to the living wage which had been reflected in the Council's pay scales for 2015/16.

The Employment Committee unanimously **RECOMMENDED** the Pay Policy Statement 2015/2016 to Full Council for approval.

The Meeting ended at 10.10am

Agenda Item 4



South
Cambridgeshire
District Council

Report To: Employment Committee
Lead Officer: Human Resources Manager

15 January 2016

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.

8. 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 will be included within the Enterprise Bill 2015 which is timetabled for royal assent in late Spring 2016. Regulations will be drafted and are planned for approval in late Summer 2016.
9. The Enterprise Bill states that:
 - Exit payments in the public sector will be capped at a maximum of £95,000 including any pension strain costs
 - The cap will include all payments in relation to all exits from relevant employments that occur within 28 day period
 - The cap will include a wide range of payments including pension strain costs
 - There will be a limited number of exempt payments (e.g. death or injury)
 - There will be power for full council to waive the cap subject to Treasury directions.
10. In December 2015 the Government issued draft regulations, for consultation, concerning the recovery of exit payments made to employees who have left the public sector and return to the same within a period of 12 months. The regulations are due to take effect from April 2016. The Government proposes to set the minimum salary at which the recovery provisions apply at £80,000 per annum.
11. Relevant council employment policies will be amended once the full details and implications are known in relation to the regulations concerning exit payments.

Considerations

12. In January 2015, the Council approved the pay policy statement for the authority. This policy has been reviewed and updated with 2015/2016 pay and organisational structures and job titles.
13. 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

Implications

Financial

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

Legal

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

Staffing

16. 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

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



Consultations (including from the Youth Council)

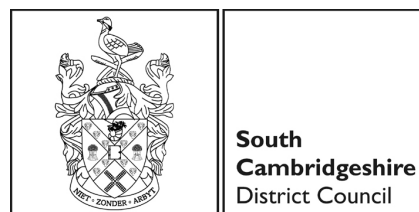
18. Trade Unions were fully involved in the Job Evaluation project and, as such, have been consulted throughout the process of achieving the Single Status Agreement and pay and grading structures. Employees were consulted and balloted on the Single Status Agreement, which details the Council's approach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

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
 - www.gov.uk/government/consultations

Report Author: Susan Gardner-Craig – Human Resources Manager
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PAY POLICY STATEMENT 2016 / 2017

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	108,182	111,273	114,363	117,454	120,546	123,636
Executive Director	87,576	90,667	93,757	96,848	99,940	103,030
Director (Grade11)	70,031	72,746	75,462	78,180	80,896	83,615
Head of Service (Grade 10)	59,464	61,579	63,691	65,804	67,918	70,031
Head of Service (Grade 9)	51,918	53,428	54,938	56,447	57,956	59,464

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

The Council will also have regard to the Living Wage 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 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-imbusement 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 Settlement 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 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.

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 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.

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 £13,524 to £15,145 per annum. The lowest pay point on the council's pay scale is currently £15,145 per annum.

The Chief Executive's current salary scale runs from £108,182 to £123,636.

The current ratio between the lowest and highest pay points on grade 1 is - 1:1.11

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 56% females to 44% 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.