

DRAFT

Newcastle-under-Lyme Borough Council

Pay Policy Statement – 2013/14

Introduction and Purpose

Under section 112 of the Local Government Act 1972, the council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the council’s approach to setting the pay of its employees by identifying:

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the (Committee/Group/Panel or officer) responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to the full council.

Once approved by the full council, this policy statement will come into immediate effect and will be subject to review on at least of an annual basis in accordance with the relevant legislation prevailing at that time.

Legislative Framework

In determining the pay and remuneration of all of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

Based on the application of the Job Evaluation process, the councils uses the nationally negotiated pay spine (further details can be found at Appendix i) as the basis for its local grading structure. This determines the salaries of the large majority of workforce, together with other nationally defined rates where relevant. The council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine.

There have been no increases in the national pay spine since April 2009.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council Policy. In determining its grading structure and setting remuneration levels for all posts, the council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Senior Management Remuneration

For the purposes of this statement, senior management means 'chief officers' and also 'deputy chief officers' as defined within S43 of the Localism Act. The Localism Act definition is based on the definition in the Local Government and Housing Act 1989 in which a Chief Officer is defined as a statutory chief officer (ie, Head of the Paid Service, Section 151 Officer, Monitoring Officer) and any post reporting directly to the Head of the Paid Service (other than secretarial/support posts). Deputy Chief Officers are any posts (other than secretarial/support posts) reporting directly to any chief officer post.

The posts falling within the statutory definition are set out below, with details of their basic salary as at 1 April 2013;

National Joint Council (JNC) Chief Officers

- (a) Chief Executive (Head of the Paid Service)
The current salary of the post is £99,736. This is a spot salary. There is no incremental point range.
- (b) Executive Directors – 3 posts as follows:
 - Executive Director – Resources and Support Services (Section 151 Officer)
 - Executive Director – Operational Services
 - Executive Director – Regeneration and Development

The salaries of posts designated as Executive Directors fall within a range of 4 incremental points between £78,739 rising to a maximum of £83,993.

- (a) Heads of Service – 3 posts as follows:
 - Heads of Service Band 1 – 2 posts*
 - Head of Business Improvement & Partnerships
 - Head of Central Services (Monitoring Officer)

The salaries of Band 1 posts fall within a range of 5 incremental points between £49,555 rising to a maximum of £55,073.

Heads of Service Band 2 – 1 post

Head of Communications

The salaries of Band 2 posts fall within a range of 5 incremental points between £44,601 rising to a maximum of £49,527.

Deputy Chief Officers

- (a) *Heads of Service Band 1 – 5 posts*
Head of Customer and ICT Services
Head of Leisure and Cultural Services
Head of Operations
Head of Planning and Development
Head of Assets

The salaries of Band 1 posts fall within a range of 5 incremental points between £49,555 rising to a maximum of £55,073.

Heads of Service Band 2 – 6 posts

Head of Finance
Head of Human Resources
Head of Revenues & Benefits
Head of Recycling Strategy & Fleet Services
Head of Environmental Health Services
Head of Housing & Regeneration Services

The salaries of Band 2 posts fall within a range of 5 incremental points between £44,601 rising to a maximum of £49,527.

- (b) Grade 13 - 1 post, salary within a range of 5 incremental points between £38,961 rising to a maximum of £42,499
Audit Manager
- (c) Grade 12 - 4 posts, salary within a range of 4 incremental posts between £35,430 rising to a maximum of £38,042
Democratic Services Manager
Partnerships Manager
Principal Solicitor x 2

- (d) Grade 11 - 1 post, salary within a range of 4 incremental points between £31,754 rising to a maximum of £34,549

Business Improvement Manager

- (e) Grade 10 - 2 posts, salary within a range of 4 incremental points between £29,236 rising to a maximum of £31,754

Communications Team Leader
Design and Print Team Leader

- (f) Grade 9 - 1 post, salary within a range of 4 incremental points between £27,052 rising to a maximum of £29,236

Land Charges and Information Team Leader

There have been no increases in the pay spines for JNC chief officers since April 2008.

There have been no increases in pay spines for NJC employees since April 2009.

Recruitment of Chief Officers

The council's Chief Officer Appointment, Review and Appeals Committee is responsible for processing appointments of members of the Executive Management Team (the Chief Executive and Executive Directors). Appointments to Heads of Service posts are made by the appropriate Executive Director having consulted with the appropriate Portfolio Holder. Appointments to Deputy Chief Officer posts are made by the appropriate Executive Director/Head of Service. When recruiting to all posts, the council will take full and proper account of its own Equal Opportunities Recruitment and Redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies. The council does not currently have any chief officers who are being paid temporary market forces supplements.

Where the council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The council does not currently have any chief officers engaged under such arrangements.

Additions to Salary of Chief Officers

The council does not apply any bonuses or performance related pay to its chief officers with the exception of progression through the incremental scale of the relevant grade being subject to satisfactory performance, which is assessed on an annual basis, the level of remuneration is not variable dependent upon the achievement of defined targets.

In addition to basic salary, set out at Appendix ii, are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties.

Payments on Termination

The councils approach to [statutory and] discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006.

Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.

Flexible Retirement

The council's approach to Flexible Retirement for members of the Local Government Pension Scheme is set out at Appendix (iii).

Publication

Upon approval by the full council, this statement will be published on the council's Website. In addition, for posts where the full time equivalent salary is at least £50,000, the council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the National Living Wage which is set independently annually each November. As at 1 April 2013, the lowest paid employee will be paid at the Living Wage hourly rate of £7.45 which equates to a full-time equivalent salary of £14,373.

The council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under the National Apprenticeship Scheme.

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The current pay levels within the council define the multiple between the lowest paid (full time equivalent salary) employee and the Chief Executive as 1:6.94 and; between the lowest paid employee and average chief officer (excluding the Chief Executive, including deputy chief officers) as 1:3.47. The multiple between the median (average) full time equivalent earnings and the Chief Executive as 1:4.78 and; between the median (average) full time equivalent earnings and average chief officer as 1:2.39.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.

Accountability and Decision Making

The Chief Executive, as the Head of Paid Service, is required to report to full council 'the number and grade of officers required for the discharge of (the Authority's) functions'

In accordance with the Constitution of the council, the Chief Officer Appointment, Review and Appeals Committee is responsible for processing the appointments of members of the Executive Management Team (the Chief Executive and Executive Directors) and reviewing their terms and conditions of appointment.

The advertising of and recruitment to all vacancies is carried out in accordance with the council's Standing Orders relating to Personnel Matters and the council's approved Recruitment, Selection and Induction Code of Practice and the Restructuring and Redundancy Policy and Procedure except where the council otherwise determines.

Under the council's Scheme of Delegation, decision making in relation to pay and terms and conditions for employees other than the Executive Management Team is delegated to the Chief Executive as follows:

'To determine the establishment of the council's departments within the departmental budgets set by Cabinet, and to determine the terms and conditions of new posts. No new post shall be created nor any person employed in addition to a department's approved establishment unless the financial arrangements have been agreed by Cabinet.'

With regard to severance arrangements in relation to employees of the council, Cabinet is responsible for the policy on the discretionary powers to be adopted and used where employment is terminated on the grounds of redundancy or early retirement.

Date of Statement: 28 February 2013

SALARY SCALES FROM 01.04.09

Grade	Spinal Column Point	Spinal Column £ Salary Point	Grade	Spinal Column Point	Spinal Column £ Salary Point	Grade	Spinal Column Point	Spinal Column £ Salary Point
Grade 0	4	12,145	Grade 5	16	16,440	Grade 10	35	29,236
				17	16,830		36	30,011
Grade 1	4	12,145		18	17,161		37	30,851
	5	12,312		19	17,802		38	31,754
	6	12,489		20	18,453			
	7	12,787		21	19,126	Grade 11	38	31,754
	8	13,189					39	32,800
			Grade 6	21	19,126		40	33,661
Grade 2	6	12,489		22	19,621		41	34,549
	7	12,787		23	20,198			
	8	13,189		24	20,858	Grade 12	42	35,430
	9	13,589		25	21,519		43	36,313
							44	37,206
Grade 3	10	13,874	Grade 7	25	21,519		45	38,042
	11	14,733		26	22,221			
	12	15,039		27	22,958	Grade 13	46	38,961
	13	15,444		28	23,708		47	39,855
							48	40,741
Grade 4	13	15,444	Grade 8	29	24,646		49	41,616
	14	15,725		30	25,472		50	42,499
	15	16,054		31	26,276			
	16	16,440		32	27,052	Grade 14	49	41,616
	17	16,830					50	42,499
			Grade 9	32	27,052		51	43,405
				33	27,849		52	44,331
				34	28,636			
				35	29,236			

APPENDIX ii

APPENDIX A

Additions to Salary of Chief Officers

Car Lease Subsidy

All chief officers are currently entitled to a car lease subsidy, the value of which is currently £2,750 per annum.

Three chief/deputy chief officers have opted not to receive the subsidy.

No alternative payment is made to chief officers who chose not to receive the subsidy.

The mileage rate paid to those in receipt of the subsidy is 11 pence per mile. The rate paid to those who do not receive the subsidy is 65 pence per mile (inside the Borough), 43.3 pence per mile (outside the Borough).

Fees paid for Returning Officer Duties

Chief Executive

There is a County Council Election in May 2013. The fee paid is £0.06056 per elector. Based on an electorate of 97,353, the payment will be £5,895.70.

Evening Meetings

Chief officers, together with other council employees, are entitled to an allowance when attending evening meetings as follows:

<u>Finish time of meeting</u>	<u>Payment</u>
Up to 9pm	£31.90
9.01 – 10pm	£42.50
10.01 – 11pm	£53.20
After 11pm	£63.85

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**FLEXIBLE RETIREMENT FOR MEMBERS OF THE
LOCAL GOVERNMENT PENSION SCHEME**

POLICY STATEMENT

1. This policy is made in accordance with the Local Government Pension Scheme (Amendment) (No. 2) Regulations 2006 and the Local Government Pension Scheme (Benefits, Membership and Contributions Regulations) 2007 and will normally be reviewed annually. If the council decides to change its policy it will publish a statement of the amended policy within one month of the date of its decision.
2. In formulating and reviewing its policy, the council:
 - (i) has regard to the extent to which the exercise of its discretionary powers (in accordance with the policy), unless properly limited, could lead to a loss of confidence in the public service; and
 - (ii) is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.
3. In response to written requests from eligible employees for Flexible Retirement, the council will:
 - (i) Consider all requests for flexible retirement. The key factors that will be taken into account are:
 - There will be no detrimental effect on service delivery
 - There is alternative work at a lower grade or reduced hours
 - The arrangement is fair and equitable to other employees
 - Pension strain costs are affordable and can be justified
 - The employee is fully aware of the implications of drawing the pension early particularly where there is an actuarial pension reduction.
 - (ii) Approve requests only when it is in the council's interests to do so. All costs falling on the council as an employer must be affordable and within existing budget limits. Where this is not achievable, the proposal should be accompanied by a plan detailing how any costs will be recovered.
 - (iii) A request should typically involve a reduction in salary of at least 40%, either through reduced hours or level of responsibility (grade) or a combination of these.
 - (iv) The employee's contract of employment will be amended by mutual agreement to reflect the new hours or grade, as agreed, and continuity of service will be preserved for terms and conditions purposes. Employees will continue in employment until they achieve the council's Normal Retirement Age, at which point the Age Retirement Procedure will apply.

APPENDIX A

- (v) The council will not agree to waive pension benefit reductions.
- (vi) Following the reduction in hours or grade, the council will not offer alternative employment to top-up the loss of income.
- (vii) The council will not agree to requests that would, overall, lead to the employee being better off than before flexible retirement and will only consent to the release of the accrued benefits if this is the case.

4. **Approval Process**

- 4.1 Applications must always be in writing to the Executive Director (Resources and Support Services) stating the reasons for the request and the details of what is being requested.
- 4.2 When considering requests, the Executive Director (Resources and Support Services) will take into account the impact on the organisation or the service, proposals to cover any change, staff resource issues and, if necessary, details of how any costs will be recovered.
- 4.3 The Executive Director (Resources & Support Services) will approve the request only when satisfied that the flexible retirement is in the overall interests of the council and after consultation with the Portfolio Holder (Resources and Efficiency).
- 4.4 Appeals regarding any decision taken in 4.3 (above) to be determined by the Chief Executive (or, if appropriate, his nominee drawn from the Executive Management Team).

5. **Review**

- 5.1 The Policy is to be reviewed annually.

Approved December 2008 – Cabinet
Reviewed April 2009 – No changes
Reviewed April 2010 – No changes
Reviewed December 2011 – No changes