



## **Pay Policy Statement 2013/14**

### **Status of this statement**

A pay policy statement is required to be produced annually under section 38 of the Localism Act. Regard is to be had to any guidance from the Secretary of State in producing this statement.

Any decision under powers delegated in the Council's Constitution with regard to remuneration to be taken during 2013/14 will be bound by and must comply with this Statement.

The Head of HR must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

### **Coverage**

This statement sets out the Council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

The Council regards the following as its "Chief Officers":

- Chief Executive
- Deputy Chief Executive
- Director of Commissioning

For the purpose of the pay policy statement the following posts will also be referred to as "Chief Officers".

- Assistant Director (Finance) – Section 151 Officer
- Assistant Director (Commissioning)
- Assistant Director (Democratic Services) – Monitoring Officer

It should be noted that at the time of publication the employing body for the Chief Executive is Luton Borough Council. The appointment is a joint arrangement between Breckland District Council, South Holland District Council and Luton Borough Council, on a temporary basis, until such time as an alternative is agreed. For the purpose of this statement, elements of pay relating to the post of Chief Executive will be based on what would be expected for a permanent appointment into that post.

The employing body for the Assistant Director (Democratic Services) is South Holland District Council. Differences in terms and conditions covered by this statement will be highlighted. For the purpose of this statement all posts referred to will be on Breckland Council terms and conditions unless stated otherwise.

In this policy statement the term “Chief Officers” refers to the Chief Executive and 5 Directors/Assistant Directors in that where there are any differences in terms of the policy it is between this group and all other employees.

## **The Policy for 2013/14**

### Objectives of the policy

(a) to ensure a capable and high performing workforce

In respect of the Chief Executive, Chief Officers and all other employees the Council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council’s priorities.

(b) simplicity, clarity and fairness between employees and between the Council and the community

The Council aims to be transparent on pay to its staff, prospective staff and the wider community.

(c) To differentiate between remuneration and other employee related expenses

The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non pay operational costs. This policy is applied consistently to the Chief Executive, Chief Officers and other employees.

### **Remuneration subject to national and local determination**

#### ∇ **Pay bargaining**

The Council has its own Remuneration and Reward policy incorporating a Performance Related Pay scheme linked to the Council’s annual appraisal scheme. Awards are set locally and agreed by the Corporate Management team

and the Council's General Purposes committee following consultation with the recognised Union.

At the time of publication the award values for 2013/14 are unconfirmed.

The scheme is applied consistently to the Chief Officers and other employees.

The Council's Pay bands were last increased in April 2009.

▼ **Car Allowances**

The Council pays car allowances for use of private vehicles on council business in accordance with the National Joint Council agreement on pay and conditions of service. These scales are the same for Chief Officers and other staff. The current rates (which were last increased in April 2009) are:

<b>Essential User Rates</b>	<b>451 - 999cc</b>	<b>1000 - 1199cc</b>	<b>1200 &amp; Above</b>
Lump sum per annum (Monthly payment pro rata)	£846 £70.50	£963 £80.25	£1,239 £103.25
Per mile - first 8,500 miles	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
<b>Casual User Rates</b>			
Per mile - first 8,500 miles	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p

Car allowance rates available to the Chief Executive and Assistant Director (Democratic Services) also follow the NJC categories and amounts but do not apply the top rates associated with the 1200cc and above category i.e. the top rates payable are as per the 1000 – 1199cc category.

▼ **Lease car scheme**

The Council currently operates a lease car scheme as an alternative to the Essential User Allowance and associated mileage rates for those designated as Essential Users. The scheme has now closed with existing lease agreements coming to a natural end without renewal. The scheme was open to Chief Officers and all other eligible staff (Essential car users). For those remaining agreements under the scheme the Council pays a set maximum amount towards the annual lease of the vehicle; this amount is on a sliding scale dependant on officer grade.

Salary grades 1 to 3	£3,940 per annum
Salary grades 4 to 5	£3,345 per annum
Salary grades 6 to 7	£3,150 per annum
Salary grades 8 to 12	£3,010 per annum

Chief Officers at Breckland would be entitled to a payment of £3,940 towards the annual lease of a vehicle, if they were in the lease car scheme.

Mileage rates payable to lease car holders follow HMRC's Advisory Fuel Rates for Company Cars and are updated accordingly when these rates are reviewed. Rates payable (effective from 1 December 2012) are as follows:

Engine size	Diesel
1600cc or less	12p
1601cc to 2000cc	15p
Over 2000cc	18p

Engine size	Petrol	LPG
1400cc or less	15p	11p
1401cc to 2000cc	18p	13p
Over 2000cc	26p	18p

### **Benefits**

The value of Lease Cars and car allowances are categorised as 'Benefits in Kind' and are reportable to HM Revenues and Customs. The estimated values of these benefits in kind for 2013/14 in respect of Chief Officers will be:

Post	Benefit in Kind 2013/14 (estimated)
Chief Executive	£1,239
Deputy Chief Executive	£3,253
Director of Commissioning	£1,239
Assistant Director Finance	£1,239
Assistant Director Commissioning	£1,239
Assistant Director Democratic Services	£963

### **The Local Government Pension Scheme and policy with regard to the exercise of discretions**

Pension provision is an important part of the remuneration package.

All employees may join the local government pension scheme. The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the local government pension scheme see

<http://www.lgps.org.uk/lge/core/page.do?pagelid=1>

Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Chief Executive, Chief Officers and other staff.

The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council's published pension policy is to not enhance benefits for any of its employees. This policy statement reaffirms this in respect of Chief Officers and other employees.

The same principle applies to the Assistant Director of Democratic Services at South Holland District Council.

The pension scheme provides for flexible retirement. It is the Council's policy to allow Flexible Retirement (where the business case permits) where no costs are

payable by the employer. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees.

The same principle applies to the Assistant Director of Democratic Services at South Holland District Council.

### **Job Evaluation and Pay Bands**

All employees including Chief Officers have their basic pay grade/band determined by a job evaluation scheme (the Inbucon scheme) which ensures that different jobs having the same value are paid at the same rate / within the same pay band. The “job score” determines the pay band for the post within which there is provision for progression by way of annual consolidated performance related pay increases, until the top of the pay scale is reached.

The Assistant Director of Democratic Services role has been graded according to Breckland District Council’s job evaluations scheme.

### **Allowances on appointment**

The Council’s policy is to not pay any form of “signing on” fee or incentive payment when recruiting.

Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

The same policy applies to Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area.

Details of the full scheme can be found in the Council’s Relocation Policy.

The same principle applies to the Assistant Director of Democratic Services at South Holland District Council.

Details of the full relocation package scheme can be provided by South Holland District Council.

### **Termination payments**

#### **Redundancy**

The Council has a single redundancy scheme which applies to all employees without differentiation.

The redundancy payment is based on the length of continuous local government service which is used to determine a multiplier which is then applied to actual pay; the Council uses the Statutory Redundancy pay calculation method, but bases weekly pay on contractual pay rather than the capped statutory method. The maximum number of years service taken into account is 20 and the resulting maximum potential payment is 30 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council’s Redundancy Policy.

### Other termination

The Council does not provide further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving, or other contractual entitlement.

The Council does however recognise that situations may arise, and where the need for expediency is such, that it may be in the best interests of the authority to make individual payments relating to termination of employment. In such cases these will be approved in accordance with the Council's constitution.

### **Professional fees and subscriptions.**

The Council will meet the cost of employees' professional fees and/or subscriptions where these are relevant to the office or employment, and are included in HM Revenues & Customs 'List 3', in accordance with section 343 and 344 Income Tax (Earnings and Pensions) Act 2003. This applies to both Chief Officers and other staff.

In the case of the Assistant Director of Democratic Services, they shall be reimbursed one subscription arising out of membership of a national, regional or area organisation of professional employees which is of direct benefit to the work of the Council.

### **Returning Officer Fees**

The Council's appointed (Deputy) Returning Officer receives a (Deputy) Returning Officer fee in respect of County, District and Parish Council Elections. The fee for undertaking this role in Norfolk is calculated in accordance with a formula approved annually by a panel made up of the chairmen of the Independent Remuneration Panels of each of the 8 Norfolk Principal Councils, and based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument.

## Setting Salaries

For the post of Chief Executive:

the Council will set the starting salary by way of Full Council agreement, as per the Council's constitution. Where an independent recruitment partner is contracted to deal with the recruiting of a Chief Executive, advice will be taken as to an appropriate starting salary level.

For Chief Officer posts and the Assistant Director of Democratic Services

the Council's 'Staff Appointment panel' will agree terms of employment as per the Council's constitution (B2 – Delegations to Committees (Non-Executive functions)).

## Pay ceilings

For 2013/14 the basic pay ceiling for current employees, including Chief officer posts is the maximum of the respective pay band. The pay bands and pay ranges for 2013/14 are as follows (salary bands are subject to change pending the outcome of any pay agreement for 2013/14):

	MIN	MAX
* ▲ Grade 1	£100,879	£124,004
* Grade 2	£82,064	£100,879
* Grade 3a	£66,763	£82,064
* Grade 3b	£54,311	£66,763
Grade 4	£46,115	£54,311
Grade 5	£40,510	£46,115
Grade 6	£34,903	£40,510
Grade 7	£29,916	£34,903
Grade 8	£24,931	£29,916
Grade 9	£19,955	£24,931
Grade 10	£16,219	£19,955
Grade 11	£13,471	£16,219
Grade 12	£11,808	£13,471

- Chief Officer grades
- ▲ Salary scale for the permanent Breckland Council post of Chief Executive.

## Chief Officer Pay bands

Chief Executive	Grade 1	** £100,879 to £124,004
Deputy Chief Executive	Grade 2	*** £82,064 to £100,879
Director of Commissioning	Grade 2	*** £82,064 to £100,879
Assistant Director Finance	Grade 3b	*** £54,311 to £66,763

Assistant Director Commissioning	Grade 3b	*** £54,311 to £66,763
Assistant Director Democratic Services	Grade 3b	*** £54,311 to £66,763

\*\* At the time of publication the salary (and related costs) for Chief Executive to be charged to Breckland District Council & South Holland District Council on a 1/5 basis each, with Luton Borough council paying 3/5 of total costs.

\*\*\* Salaries charged to Breckland District Council and South Holland District Council on a 50/50 basis.

Additionally senior officer remuneration for the previous financial year is published on the Council's website.

### **Pay floor**

The pay floor is the remuneration of the lowest paid employees. For the purpose of this statement "Lowest paid" is defined as the average pay of the 2% (5 individuals) of the Council's employees with the lowest full-time equivalent (FTE) annual salary.

As at January 2013 this average was £13,938.

The Council will not pay basic pay less than the amount applicable to the bottom point of the Grade 12 pay band. Employees in this group will be entitled to all other benefits – fringe payments, car allowances, pension, relocation, redundancy as all other employees.

### **Pay multiples**

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities but not to differentiate on other allowances, benefits and payments it makes. The only current exception to this is the scale of employer payments under the lease car scheme.

The relationship between remuneration of the highest paid officer in the Council, the Chief Executive, and the remuneration of the lowest paid employee (as defined in the 'Pay Floor' paragraph above), is within a 10:1 ratio.

### **Future appointments and interim arrangements**

In the event of a vacancy – Chief Executive, Chief Officer or other employee – the arrangements set out above will apply in respect of permanent appointments.

If the need arises to provide agency or interim cover the policy is to seek to cap the cost of that appointment at no more than that of the permanent appointment taking into account additional employment costs – pension contributions, national



insurance, paid leave etc. However, where necessary a higher “market rate” will be paid to secure a suitable individual and market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

### **Publication and access to information**

The publication of and access to information relating to remuneration of Chief Officers will be set out in this document and published on the Council’s website.