

Dear Councillor

**GENERAL PURPOSES AND LICENSING COMMITTEE - FRIDAY, 29 JANUARY 2016**

Please find attached, for consideration at the meeting of the General Purposes and Licensing Committee on Friday, 29 January 2016, the following reports that were unavailable when the agenda was printed.

Please bring this document with you to the meeting.

**Agenda No    Item**

5.     **Pay Policy Statement 2016-2017 (To follow) (Pages 1 - 10)**

To recommend to the Council that the Pay Policy Statement 2016-17 be approved.

Yours sincerely

Melanie Stephens  
Committee Administrator

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**GENERAL PURPOSES AND LICENSING COMMITTEE: 29 JANUARY 2016**  
**INDUSTRIAL RELATIONS COMMITTEE: 18 FEBRUARY 2016**

## **PAY POLICY STATEMENT**

### **1. INTRODUCTION**

- 1.1 The Localism Act 2011 requires the Council to prepare a pay policy statement for each financial year. The statement must be prepared and approved by the end of March each year. A recommended statement for 2016-17 is attached at Appendix 1. The statement details the policies in place from 1 April 2016.
- 1.2 National pay negotiations have not yet concluded. The Committee will receive a report on this issue at its meeting on 4 March 2016.
- 1.3 The statement sets out the changes to senior management pay agreed during 2015. There is currently a review of pay bands below Executive Heads and these are detailed in paragraph 16 of the Pay Policy Statement at Appendix 1.

### **2. BACKGROUND**

- 2.1 A pay policy statement must set out the authority's policies for the financial year relating to:
  - (a) The remuneration of its chief officers,
  - (b) The remuneration of its lowest-paid employees, and
  - (c) The relationship between –
    - (i) the remuneration of its chief officers, and
    - (ii) the remuneration of its employees who are not chief officers.
- 2.2 The statement must include –
  - (a) The definition of "lowest paid employees" adopted by the authority for the purposes of the statement, and
  - (b) The authority's reasons for adopting that definition

### **3. INDUSTRIAL RELATIONS COMMITTEE'S COMMENTS**

- 3.1 The Industrial Relations Committee will consider the matter on 18 February 2016. That Committee's comments will be reported verbally to the Council on 22 February 2016.

#### **4. RECOMMENDATION**

- 4.1 That it be recommended to the Council that the Pay Policy Statement 2016-17 as set out in Appendix 1 be approved.

**For further information please contact:**

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**Background Papers**  
Pay Policy Statement  
- Council Feb 2015

# New Forest District Council

## Pay Policy Statement Financial year 2016-17

### Background

1. The purpose of this Pay Policy Statement ("Pay Statement") is to set out New Forest District Council's pay policies relating to its workforce for the financial year 2016-17, including the remuneration of its Chief Officers and that of its lowest paid employees.
2. The functions of appointment, dismissal and related matters for all employees below Chief Officer Level shall be dealt with by the Chief Executive and Executive Heads, or such other employees as may be authorised. Standing Orders for General Procedures deal with procedures for appointing and dismissing employees at Chief Officer level.
3. With the exception of apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is negotiated and recommended by the Pay Panel. Consultation takes place through the Industrial Relations Committee onto the General Purposes and Licensing Committee which will make recommendations to the Council.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 ("Localism Act"), staff employed by the Council have been separated into two groups:-
  - (a) Chief Officers as defined by the Localism Act
  - (b) Employees who are not Chief Officers as defined by the Localism Act
5. An "employee who is not a Chief Officer" refers to all staff who are not covered within the "Chief Officer" group as outlined below. This includes the "lowest paid employees". In the context of this Council, the "lowest paid employees" are those employed at Band 1 on the District Council's pay structure (appended as item 1).
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. The following roles within the Council fall within the definition of "Chief Officers": -
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Section 151(Chief Finance Officer)
  - (d) Non-Statutory Chief Officers (Executive Heads)
  - (e) Officers reporting directly to those officers falling within (a), (b), (c) and (d) above (Deputy Monitoring Officer and Deputy S151 Chief Finance Officer)

### Chief Officers as defined by the Localism Act 2011

7. The Chief Executive's pay is set in comparison with other district councils. The Chief Officers below the Chief Executive are paid on Band 11 of the Council's pay structure (the Band for each role is determined by a consistent job evaluation process), Chief Officers' current salaries are outlined below:

8. The Head of Paid Service salary range is detailed below. CX4 (£114,741) and CX5 (£118,290) are available for exceptional performance:

Spinal points	Salary
CX1	£104,721
CX2	£107,960
CX3	£111,299

9. The Council has a duty to appoint a Returning Officer responsible for local government elections, and has decided that this role be carried out by the Chief Executive. The Returning Officer's fees are regarded as a special responsibility payment in relation to independent duties carried out.
10. The fees and charges for European, UK Parliamentary and Police & Crime Commissioner elections and National Referendums are set by external bodies. The scale of fees and expenses for County, District, Parish & Town Council elections will be set in partnership with the County Council and other Hampshire local authorities to ensure uniformity and will be submitted to General Purposes and Licensing Committee.
11. The Head of Paid Service is also the Section 151 (Chief Financial Officer). This is currently under review.
12. The Monitoring Officer and 3 Executive Heads salary range is detailed below. Spinal point 73 (£78,308) and spinal point 74 (£80,604) are available for exceptional performance:

Spinal points	Salary
70	£71,817
71	£73,906
72	£76,076

13. The Executive Head of Operations also takes on the additional role of Deputy Chief Executive and receives an additional payment of £6,000 per annum.
14. The Deputy Monitoring Officer and the Deputy S151 Chief Finance Officer will be paid a salary on Bands 9 or 10.
15. The Council reviews its terms and conditions and pay levels regularly. The Chief Executive and Executive Heads' pay was reviewed during 2015. There is currently a review of Service Managers' pay.
16. An Independent Pay Consultant has undertaken a benchmarking exercise to establish the pay level for the Service Manager roles, encompassing the current car allowance into the salaries for the posts. On that basis the benchmarking exercise shows the rates set out below to be the market median. Pay band 10, as detailed below, is therefore proposed. Pay progression will be through annual review of performance and objectives:

### **New Band 10 (Spinal points)**

Spinal points	Salary
58	£52,748
59	£53,854
60	£54,965
61	£56,155
62	£57,660
63	£59,184

17. Pay awards are considered annually for all staff including Chief Officers. The outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
18. The Chief Executive and Chief Officers' performance and pay progression is reviewed annually on the achievement of clear organisational objectives. The Chief Executive's annual review is undertaken by a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader).
19. The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to a Chief Officer will be commensurate with the work being rewarded. The Chief Executive will approve bonus payments for Chief Officers. Any bonus payments to the Chief Executive will be agreed by the Council.
20. The Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on council business in accordance with local Terms and Conditions.
21. The Chief Executive, Executive Heads and Service Managers are no longer entitled to a cash alternative to a lease car. Band 9 staff will continue to be entitled to the lease car cash alternative; this will be reviewed during 2016.
22. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The pension policy statement appended as item 2 to this statement applies to all employees including chief officers.
23. All employees including Chief Officers with more than 2 years' continuous service will be entitled to a redundancy payment. If employees are aged at least 55 they are also automatically entitled to the immediate payment of pension benefits if they are retired on the grounds of redundancy. The redundancy payments are based on actual weekly pay. The number of weeks individuals are entitled to is based on the statutory redundancy grid which provides for a maximum of 30 weeks. A multiplier of 1.5 is used to support efficient organisational change. The Council's scheme therefore provides for an entitlement of up to a maximum of 45 weeks based on length of service and age. The Council operates one redundancy scheme for both voluntary and compulsory redundancies. All redundancies are subject to a full business case which requires a maximum financial payback of 3 years.

24. The Council's practice is not to re-employ Chief Officers who have received a redundancy or severance package on leaving the Council.
25. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200 are published. This information is contained in the 'Transparency and Open Government' pages on the Council's external website. Information on senior employees' remuneration can also be found in the Council's annual Statement of Accounts.

### **Employees who are not Chief Officers as defined by the Localism Act**

26. These employees are all paid on the Council's pay structure on Bands 1-10. Each employee will be on one of the 10 Bands based on the job evaluation of their role. Each Band consists of 3, 4, 5 or 6 spinal points. Pay progression within the Band is subject always to good performance.
27. Each "lowest paid employee" is paid within the salary range for Band 1. All other employees are paid within the salary range for the Band of their role i.e. (2-10). In very exceptional cases individuals are paid a pay supplement.
28. Employees new to the Council will normally be appointed to the first spinal point of the salary range for their Band. Where the candidate's current employment package would make the first spinal point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different spinal point for the starting salary may be considered by the recruiting manager. This will be within the salary range for the Band. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
29. Employees' performance during the course of the year is reviewed within the Council's performance management arrangements, and pay progression within the Band is subject always to good performance.
30. Pay awards are considered annually for staff. For all staff up to and including the Chief Executive the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
31. The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to an employee will be commensurate with the work being rewarded. All bonuses are subject to Executive Management Team approval.
32. The Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on Council business in accordance with the Council's local Terms and Conditions.
33. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Details of the Council's pension policy are appended as item 2 of this Pay Statement.



34. The Council's redundancy scheme is detailed in paragraph 23 and this applies to all employees.
35. The Council's practice is not to re-employ staff who have received a redundancy or severance package on leaving the Council; any request to do so would require specific approval from the appropriate Executive Head.
36. In accordance with the Local Government Association's guidance on the Government's requirement for reporting remuneration relationships (the ratio between the highest paid employee and the median average earnings across the organisation as a multiple), based on current salaries for 1<sup>st</sup> April 2016 this has been calculated as follows:

Chief Executive's remuneration	£104,721
Employees' median average remuneration	£19,160
Ratio	5.5

New Forest District Council Salary Scale-From April 2016

ITEM 1

Leave Days	Salary	Hourly Rate	SCP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	BAND 11	Chief Exec (CX)	
27	£111,299	£57.6892	CX3												£111,299	
27	£107,960	£55.9585	CX2												£107,960	
27	£104,721	£54.2796	CX1												£104,721	
27	£99,073	£51.3521	81													
27	£96,191	£49.8583	80													
27	£93,390	£48.4065	79													
27	£90,669	£46.9961	78													
27	£88,031	£45.6288	77													
27	£85,453	£44.2925	76													
27	£82,975	£43.0081	75													
27	£80,604	£41.7792	74													
27	£78,308	£40.5891	73													
27	£76,076	£39.4322	72											£76,076		
27	£73,906	£38.3074	71											£73,906		
27	£71,817	£37.2246	70											£71,817		
27	£69,798	£36.1781	69													
27	£67,852	£35.1695	68													
27	£65,972	£34.1950	67													
27	£64,174	£33.2631	66													
27	£62,438	£32.3632	65													
27	£60,774	£31.5008	64													
27	£59,184	£30.6766	63											£59,184		
27	£57,660	£29.8867	62											£57,660		
27	£56,155	£29.1066	61											£56,155		
27	£54,965	£28.4898	60											£54,965		
27	£53,854	£27.9139	59											£53,854		
27	£52,748	£27.3407	58											£52,748		
27	£51,649	£26.7710	57													
27	£50,749	£26.3045	56													
27	£49,829	£25.8277	55													
27	£48,917	£25.3550	54													
27	£48,013	£24.8864	53													
27	£47,089	£24.4075	52													
27	£46,182	£23.9373	51													
27	£45,102	£23.3775	50													
27	£44,362	£22.9940	49											£44,362		
27	£43,462	£22.5275	48											£43,462		
27	£42,556	£22.0579	47											£42,556		
27	£41,631	£21.5784	46											£41,631		
27	£40,692	£21.0917	45											£40,692		
27	£39,723	£20.5895	44											£39,723		
27	£38,844	£20.1339	43													
26	£37,921	£19.6554	42											£37,921		
26	£36,975	£19.1651	41											£36,975		
26	£36,053	£18.6872	40											£36,053		
26	£35,112	£18.1995	39											£35,112		
26	£34,205	£17.7293	38											£34,205		
26	£33,125	£17.1696	37											£33,125		
26	£32,169	£16.6740	36											£32,169		
26	£31,268	£16.2070	35											£31,268		
26	£30,450	£15.7830	34											£30,450		
26	£29,836	£15.4648	33											£29,836		
26	£28,998	£15.0304	32											£28,998		
26	£28,157	£14.5945	31											£28,157		
25	£27,350	£14.1762	30											£27,350		
25	£26,497	£13.7341	29											£26,497		
25	£25,631	£13.2852	28											£25,631		
24	£24,646	£12.7747	27											£24,646		
24	£23,846	£12.3600	26											£23,846		
24	£23,087	£11.9666	25											£23,087		
23	£22,351	£11.5851	24											£22,351		
23	£21,668	£11.2311	23											£21,668		
23	£20,978	£10.8732	22											£20,978		
23	£20,384	£10.5655	21											£20,384		
22	£19,865	£10.2963	20											£19,865		
22	£19,160	£9.9314	19											£19,160		
22	£18,489	£9.5833	18											£18,489		
22	£17,825	£9.2390	17											£17,825		
22	£17,481	£9.0610	16											£17,481		
22	£17,060	£8.8428	15											£17,060		
22	£16,681	£8.6462	14											£16,681		
22	£16,338	£8.4683	13											£16,338		
22	£16,040	£8.3141	12											£16,040		
22	£15,617	£8.0948	11											£15,617		
22	£15,324	£7.9428	10											£15,324		
22	£14,437	£7.4831	9											£14,437		
22	£14,220	£7.3706	8											£14,220		
22	£14,065	£7.2903	7											£14,065		
22	£13,875	£7.1918	6											£13,875		
Employee Notice Period				One Month's Notice						Two Months' Notice				Three Months' Notice		

**Pension Policy Statement**

Under the Local Government Pension Scheme, the Council is required to publish a written statement of policy in relation to pensions.

Any decision that has a financial impact will be subject to a Business Case, where a payback period of no more than three years, is achievable.

1. **Regulation 16 (2e)(4d) Shared cost additional pension contributions**  
Discretion not exercised. (Decision at Council July 2014)
2. **Regulation 30(6) Power to allow flexible retirement**  
Discretion exercised in line with policy agreed from 1 May 2015 (Decision at Council April 2015)
3. **Regulation 30 (8) Waiving of actuarial reductions on compassionate grounds**  
Discretion exercised provided there is no cost to the Council (Decision at Council July 2014)
4. **Regulation 31 Power to award additional pension**  
Discretion not exercised. (Decision at Council July 2014)
5. **LGPS Regulations 2014 (Transitional provisions, savings and amendments – paragraph 2 (2) of schedule 2)) – Switching on the 85 year rule**  
Discretion not exercised (Decision at Council July 2014)
6. **Regulation B30(2)(5)B30A(3)(5) Post–31 March 2008 /pre–1 April 2014 leavers' early payment of pension**  
Discretion not exercised (Decision at Council July 2014)
7. **Membership aggregation Regulation 22 (7)(b), (8)(b)**  
Discretion not exercised (Decision at Council July 2014)
8. **Transfers of Pension Rights (Administration Regulation 100 (6))**  
Discretion not exercised (Decision at Council July 2014)
9. **Pension Contribution Bands (Regulations 9 and 10 of LGPS Regulations 2013)**  
Discretion is exercised (Decision at Council July 2014) - The Council's policy is to review an employee's contributions band when there is a contractual change to the member's salary or hours at some point during the year, when the change is permanent. Any changes in variable pay (i.e. overtime) will only be reviewed once on 1<sup>st</sup> April each year.

10. **Assumed Pensionable Pay and ‘regular lump sum’ (regulations 21(4)(a), 21(4)(b) and 21(5) of the LGPS Regulations 2013)**  
Discretion not exercised (Decision at Council July 2014)

11. **Election of Early Payment of Benefits**

The Council’s Early Retirement Policy came into effect from 1 July 2009, and applies to all employees at least 55 and over. Early Retirement can only occur in the following circumstances:

**REDUNDANCY** – for employees where employment is terminated for reasons of redundancy.

**EFFICIENCY** - for employees where early retirement is in the interests of the efficiency of the service.