

Pay Policy Statement - Cotswold District Council 2015/16

1.0 Background

1.1 This statement is intended to meet the requirements of s 38 (1) of the Localism Act 2011 which requires the Council to approve a Pay Policy Statement annually prior to the commencement of the financial year.

1.2 The Council's obligations under the associated statutory guidance are set out in the "Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (February 2012)" document together with the Local Government Transparency Code 2014.

2.0 Scope of this Policy Statement

2.1 To avoid confusion and provide transparency this statement will apply to all officers that are either Chief Executive or Director, and Heads of Service - this may go further than the statutory definition required.

2.2 The current statement sets out the following elements:-

- pay for each of the in scope officers;
- remuneration of lowest paid officer;
- the pay relationship between Chief Officers and other officers;
- other aspects of remuneration, namely; recruitment, increases in remuneration, performance related pay and bonuses, termination payments, transparency.

3.0 Officers covered by the Policy Statement

3.1 Below is a list of those Officers covered by the Policy Statement:

- Shared Strategic Director (Environment)*
- Shared Strategic Director (Planning)*
- Head of Finance and Audit /GO Shared Services (s 151)**
- Shared Head of Legal and Property Services (Monitoring Officer) *
- Head of Democratic Services
- Shared Head of Customer Services*
- Head of Planning and Strategic Housing
- Shared Head of Environmental Services*

Officers employed by West Oxfordshire District Council but seconded via joint working arrangements to Cotswold District Council are included in West Oxfordshire District Council's statement.

* These officers are shared officers with West Oxfordshire District Council but are employed by Cotswold District Council.

** This officer is employed by Cotswold District Council and is shared with the GO Shared Services partner councils.

3.2 The responsibility for deputy s151 is carried out by the Heads of Finance working within the GO Shared Services (under a Collaboration Agreement); the post holders are employed by Cotswold DC and are seconded to GOSS partner councils for the purposes of the deputy s151 role (or in the case of Forest of Dean s151 role). The partner councils are Cheltenham BC, West Oxfordshire DC, Forest of Dean DC, and Cotswold DC. These roles and the Head of Human Resources for GOSS, also employed by Cotswold DC, are covered by this Statement.

4.0 General Statements

4.1 The Council has a range of Human Resources Policies that apply equally to all officers across the Council from the highest paid to the lowest paid. These policies cover a wide range of Human Resources issues from annual leave arrangements to sickness arrangements. All policies are agreed by Joint Consultative Committee and Cabinet. Where policies are different for employees covered by this statement these are considered below. Policies that cover employees within and beyond this statement are not included within the scope of his statement.

4.2 Directors are covered by JNC Terms and Conditions whereas all other senior staff are covered by NJC Terms and Conditions. Annual cost of living awards more often than not result in similar outcomes, however, the relevant award for the respective negotiating group is normally applied. The national annual cost of living pay awards will apply to all staff regardless of any national threshold set effective from 1 April 2014.

4.3 The award for NJC for 2014/15 and 15/16 is a two year award (2.2%) and was effective 1 January 2015 and consequently the pay scales are updated in respect of this. For the two Chief Officers (Directors) the pay award is a two year award (2%) and was effective 1 January 2015 and consequently the pay scales are updated in respect of this.

5.0 Policy on Remuneration of Chief Officers

5.1 The policy for the year 2015/16 is to maintain the level of pay in the same bands as the current year subject to the cost of living award that has been agreed nationally: These grades are:-

Strategic Directors £67,924 - £77,329 pay band made up of 5 pay points

Heads of Service Four grades - SM6 to SM9 - individual posts graded via job evaluation

SM6 £49,423 - £52,833 pay band made up of 4 pay points

SM7 £53,970 - £57,381 pay band made up of 4 pay points

SM8 £58,529 - £62,111 pay band made up of 4 pay points

SM9 £63,354 - £67,230 pay band made up of 4 pay points

- Officers are generally placed upon the bottom pay point on appointment but this can be varied by the approval of the appropriate appointments panel.
- A joint working supplement may be payable unless it has been incorporated into the job evaluation assessment in line with joint working protocols.
- Incremental increases within the pay band are made annually and can be accelerated or withheld based upon outstanding or poor performance respectively. Once top of the band is reached no further increases are available.
- No performance related pay exists for any Chief Officer or any other employee of the Council
- No bonuses are available for any Chief Officer and any other employee of the Council.
- Termination benefits payable will be in line with that available to all other Officers of the Council as set out in the Redundancy and Retirement Policies in line with Employment Rights Act tables.

- Full Council will retain the decision to make any new appointment of an officer where the pay (incorporating all payments and benefits in kind) exceeds £100,000.
- Full Council will retain the decision to approve any severance payments where the compensation payments exceed £100,000.
- The details of the payments in respect of all these officers are set out in the Transparency page of the Councils website at:-
www.cotswold.gov.uk/nqcontent.cfm?a_id=13134&tt=cotswold

5.2 None of the Chief Officers or other employees covered by this statement are entitled to receive overtime payments for time worked beyond the contracted hours and out of ordinary working hours.

5.3 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of the specific, additional appointment to that role in addition to other responsibilities. For national elections and referenda the amount is set and is payable by the government. For District and Town/Parish Council elections, the fees are payable by the District Council in accordance with a scale of fees approved for use across all Gloucestershire District authorities.

6.0 Tax Avoidance

6.1 The Council does not and will not employ senior managers in permanent positions via service companies that could be construed as avoiding tax and national insurance contributions. From time to time the Council may employ individuals via service companies to cover interim or short term project roles.

7.0 Relationship with Other Officers' Pay

7.1 Pay across the Council is determined by reference to the Job Evaluation scheme in place at the Council which determines the relative differences in pay between jobs based upon a range of factors.

7.2 The Heads of Service posts are evaluated via South West Employers using the Greater London Job Evaluation Scheme. Posts below this level are evaluated on the LGMB scheme. Directors' pay is set by the Senior Appraisal and Remuneration Panel.

7.3 A full list of grades and associated spinal column pay points is attached to this policy.

7.4 For employees on grades 1 to 6 overtime is payable at premium rates for hours worked above the basic 37 hours per week. Overtime for staff paid above these grades is only payable in exceptional circumstances and after senior management approval.

7.5 For employees that work for more than one Council (shared officers) then a shared working supplement may be payable based on Joint Working Protocols.

7.6 A small number of officers also receive a leased car - this is a historical scheme that is not available to new starters and covers a range of grades. These are taxable benefits and where received by Chief Officers are included in the pay details included within the statutory accounts. As part of the shared working arrangements with West Oxfordshire DC, Shared Heads of Service receive a car salary supplement.

7.7. Lowest Paid Employees

Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade 1 of the Council's Pay Scale (the lowest band). For pay comparison purposes the top of pay grade will always be used.

7.8 The pay differential between the highest paid officer and the median officer is set out below:-

| | |
|------------------------|----------|
| Highest Paid Employee* | £123,202 |
| Median Employee | £ 27,935 |
| Multiple | 4.41 |

* This is based on the full time equivalent of the West Oxfordshire / Cotswold Shared Chief Executive. The cost to Cotswold District Council is 50% of this amount.

See also:

http://www.cotswold.gov.uk/nqcontent.cfm?a_id=13134&tt=cotswold for published details of the senior management pay bands for Cotswold District Council, and the senior management organisation chart for the top three levels.

8.0 The Local Government Pension Scheme (LGPS)

8.1 The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees, nor does it operate any discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

Further information regarding the GGPS pensions administering body for the council can be found at [www. http://www.gloUCEstershire.gov.uk/pensions](http://www.gloUCEstershire.gov.uk/pensions)

**CDC -
JANUARY
2015**

| Grade | SCP | 2015 | Hourly | CDC Service Managers | | | |
|-------|-----|-------|--------|----------------------|------------------|-------|-------|
| 1 | 5 | 13821 | 7.16 | SM1 | 1 | 29041 | |
| | 6 | 13821 | 7.16 | | 2 | 29897 | |
| | 7 | 14111 | 7.31 | | 3 | 30741 | |
| | 8 | 14271 | 7.40 | | 4 | 31384 | |
| | 9 | 14483 | 7.51 | SM2 | 5 | 33599 | |
| | 10 | 14758 | 7.65 | | 6 | 34582 | |
| | 11 | 15663 | 8.12 | | 7 | 35716 | |
| | 12 | 15992 | 8.29 | | 8 | 36660 | |
| | 2 | 13 | 16420 | 8.51 | SM3 | 9 | 37986 |
| | | 14 | 16806 | 8.71 | | 10 | 38952 |
| | 3 | 15 | 17154 | 8.89 | | 11 | 39926 |
| 16 | | 17563 | 9.10 | 12 | 40712 | | |
| 17 | | 17981 | 9.32 | SM4 | 13 | 41034 | |
| 4 | 18 | 18508 | 9.59 | | 14 | 41827 | |
| | 19 | 19206 | 9.95 | | 15 | 42787 | |
| | 20 | 19904 | 10.32 | | 16 | 43738 | |
| 5 | 21 | 20630 | 10.69 | SM5 | 17 | 44875 | |
| | 22 | 21047 | 10.91 | | 18 | 46012 | |
| | 23 | 21474 | 11.13 | | 19 | 47149 | |
| | 24 | 22069 | 11.44 | 20 | 48286 | | |
| | 6 | 25 | 22770 | 11.80 | SM6 | 21 | 49423 |
| | | 26 | 23508 | 12.18 | | 22 | 50560 |
| 27 | | 24290 | 12.59 | 23 | | 51697 | |
| 28 | | 25079 | 13.00 | 24 | | 52833 | |
| SO1 | 29 | 26202 | 13.58 | SM7 | 25 | 53970 | |
| | 30 | 27082 | 14.04 | | 26 | 55107 | |
| | 31 | 27935 | 14.48 | | 27 | 56244 | |
| SO2 | 32 | 29041 | 15.05 | 28 | 57381 | | |
| | POA | 33 | 29896 | 15.50 | SM8 | 29 | 58529 |
| | | 34 | 30741 | 15.93 | | 30 | 59699 |
| | | 35 | 31384 | 16.27 | | 31 | 60893 |
| POB | 36 | 32215 | 16.70 | 32 | 62111 | | |
| | 37 | 33599 | 17.42 | SM9 | 33 | 63354 | |
| | 38 | 34582 | 17.92 | | 34 | 64620 | |
| | 39 | 35715 | 18.51 | | 35 | 65913 | |
| | 40 | 36659 | 19.00 | | 36 | 67230 | |
| POC | 41 | 37986 | 19.69 | | Directors | | |
| | 42 | 38951 | 20.19 | 1 | 67924 | | |
| | 43 | 39926 | 20.69 | 2 | 70014 | | |
| | 44 | 40712 | 21.10 | 3 | 72104 | | |
| POD | 45 | 41034 | 21.27 | 4 | 74194 | | |
| | 46 | 41827 | 21.68 | 5 | 77329 | | |
| | 47 | 42787 | 22.18 | | | | |
| | 48 | 43738 | 22.67 | | | | |