



Pay policy statement 2014/ 15

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1. Background

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.

2. 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. Officers covered by the policy statement

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

- Strategic Director (Environment)*
- Strategic Director (Development Planning and Communities)
- 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*
- Shared Head of Public Protection and Regulations 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 from April 2012 became shared with the GO Shared Services partner councils.

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. 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. General statement

- 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.
- 4.2 Senior staff are covered by JNC Terms and Conditions whereas other 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.

5. Settlement agreements

Any such agreements will be discretionary and subject to a full business case review along with senior management and cabinet lead approval. It should be noted that any such agreement(s) will not exceed normal entitlement to redundancy or pension arrangements.

6. Policy on remuneration of Chief Officers

6.1 The policy for the year 2014/15 is to maintain the level of pay in the same bands as the current year subject to any cost of living award that may be agreed nationally, and any changes that might be agreed as recent changes to joint working arrangements these are:

Strategic Directors	£66,593 - £75,813 pay band made up of 5 pay points
Heads of Service	Four grades - SM6 to SM9 - individual posts graded via job evaluation
	SM6 £47,880 - £51,184 pay band made up of 4 pay points
	SM7 £52,286 - £55,590 pay band made up of 4 pay points
	SM8 £56,702 - £60,172 pay band made up of 4 pay points
	SM9 £61,376 - £65,132 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.
- 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.
- No bonuses are available for any Chief Officer.
- One Strategic Director receives a pay supplement in lieu of a leased car (see note on leased cars below).
- Termination benefits payable will be in line with that available to all other officers 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 on the [Finance and expenditure page of the Council's website](#)

6.2 None of the Chief Officers are entitled to receive overtime payments for time worked beyond the contracted hours and out of ordinary working hours.

6.3 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. The Chief Executive of the Council is the Returning Officer.

7. Tax avoidance

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.

8. Relationship with other officers' pay

- 8.1 Pay across the rest of the Council is determined by reference to the Job Evaluation scheme in place across the Council which determines the relative differences in pay between jobs based upon a range of factors.
- 8.2 From 1st April 2012, the Council has been the employing authority for the "Audit Cotswolds" internal audit partnership. Audit Cotswolds provides internal audit services to this Council, West Oxfordshire District Council, Cheltenham Borough Council, Cheltenham Borough Homes Ltd. In addition, from 1st April 2012, the Council has been the employing authority for the "GO Shared Services" partnership. GO Shared Services provides Finance, Procurement, HR and Payroll services to this Council, West Oxfordshire District Council, Cheltenham Borough Council, Forest of Dean District Council, Cheltenham Borough Homes Ltd and Ubico Ltd.
- 8.3 National annual cost of living pay awards are made with reference to JNC (senior officers) and NJC negotiating bodies. At this stage it is not known whether there will be a pay award made via either of these bodies for 2014/15. The last cost of living increase for JNC staff was April 2008 and for NJC staff was April 2013.
- 8.4 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. The Chief Executive and Directors' pay is set by the Senior Appraisal and Remuneration Panel.
- 8.5 A full list of grades and associated spinal column pay points is attached to this policy.
- 8.6 For employees on grades 1 to 6 overtime is payable at premium rates for hours worked above the basic 37 hours per week. Officers graded above this level will not normally receive overtime payments.
- 8.7 For employees that work for more than one Council (shared officers) then a shared working supplement of up to 10% may be payable based on Joint Working Protocols.
- 8.8 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.

8.9 The pay differential between the highest paid officer and the median officer is:

Highest Paid Employee*	£123,202
Median Employee	£27,333
Multiple	4.51

* 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.

For details of senior management pay bands and the senior management organisation chart for the top three levels, see the [Finance and expenditure page of the Council's website](#)

9. The Local Government Pension Scheme (LGPS) and discretions

- 9.1 Pension provision is an important part of the remuneration package. All employees and relevant workers may join the LGPS, and the Council will ensure that it complies with the requirements of Pensions Automatic Enrolment. The LGPS is a statutory scheme with contributions from employees (and relevant workers) and from employers. For more comprehensive details of the LGPS please click on the link <http://www.lgps.org.uk>
- 9.2 For district Councils in Gloucestershire, the LGPS is administered by Gloucestershire County Council. For information click on <http://www.gloucestershire.gov.uk/11513>
- 9.3 Neither the LGPS nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to all employees of the Council.
- 9.4 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.
- 9.5 The LGPS provides for flexible retirement. The LGPS requires that a minimum reduction in working hours and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable within a set payback period.

Please note - at the time of preparing this statement, the proposed changes to the LGPS from April 2014 are being finalised and will be reflected in the published Pay Policy Statement 2015/2016.

10. The Local Government Regulations 2011

The Council notes the discretion of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 and confirms that it will not normally make use of this discretionary power.

II. Pay scales 2014/2015

Grade		SCP	2014/15	Previous			Previous	2014/15
1		1	10283	10182	SM1	1	28135	28416
		2	11337	11225		2	28963	29253
		3	12073	11954		3	29781	30079
		4	12368	12245		4	30404	30708
		5	12792	12666	SM2	5	32550	32876
		6	12973	12844		6	33502	33837
		7	13288	13157		7	34601	34947
		8	13705	13569		8	35515	35870
		9	14123	13983	SM3	9	36800	37168
	10	14424	14281	10		37736	38113	
	11	15326	15174	11		38680	39067	
	12	15648	15493	12		39442	39836	
	13	16066	15907	SM4	13	39753	40151	
	14	16444	16282		14	40521	40926	
	15	16784	16618		15	41452	41866	
	16	17185	17014		16	42372	42796	
	17	17594	17419	SM5	17	43474	43909	
	18	18110	17930		18	44575	45021	
	19	18793	18607		19	45677	46134	
	20	19475	19283		20	46778	47246	
	21	20186	19986	SM6	21	47880	48359	
	22	20594	20390		22	48981	49471	
	23	21012	20804		23	50083	50584	
	24	21594	21381		24	51184	51696	
	25	22280	22059	SM7	25	52286	52809	
	26	23002	22774		26	53387	53921	
	27	23767	23531		27	54489	55034	
	28	24539	24296		28	55590	56146	
	29	25638	25384	SM8	29	57269	56702	
SO1		30	26499		26237	30	58414	57836
		31	27333		27063	31	59582	58992
	32	28416	28135		32	60774	60172	
	33	29253	28963	SM9	33	61990	61376	
POA	SO2	34	30079		29781	34	63229	62603

Grade		SCP	2014/15	Previous			Previous	2014/15
		35	30708	30404		35	64494	63855
		36	31522	31210		36	65783	65132
	POB	37	32876	32550	Directors			
		38	33837	33502				
		39	34946	34600				
		40	35870	35515			1	66593
	41	37168	36800			2	68642	
POC		42	38113	37736		3	70691	
		43	39067	38680		4	72740	
		44	39836	39441		5	75813	
	POD	45	40151	39754				
		46	40926	40521				
		47	41866	41451				
		48	42796	42373				