

Pay Policy Statement 2014/15

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.

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

Chief Executive (Head of Paid Service)*

Strategic Director (Resources and s151 officer)*

Strategic Director (Development)

Head of Democratic Services (Monitoring Officer)

Head of Revenues and Housing Support*

Head of Information and Change*

Head of Leisure and Community Services*

Head of Planning and Strategic Housing

Shared Public Protection Development and Programme Manager **

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

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

** This officer employed by West Oxfordshire and seconded to a shared service project for Public Protection, involving Cotswold DC, Forest of Dean DC, and West Oxfordshire DC (and potentially Cheltenham BC). Partner councils share the cost of this post.

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 Human Resources Committee in consultation with Staff Forum.

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.

5.0 Policy on Remuneration of Chief Officers

5.1 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:-

Chief Executive	£94,308 - £101,691 pay band made up of x 5 pay points
Strategic Director	£67,512 - £73,812 pay band made up of x 5 pay points
Heads of Service	Two grades – M and N individual posts graded via job evaluation
	M £46,416 - £50,496 pay band made up of x 5 pay points
	N £51,186 - £54,930 pay band made up of x 4 pay points

- Officers are generally placed upon the bottom pay point upon appointment but this can be varied by the approval of the appropriate appointments panel. Any appointment involving a salary in excess of £100,000 will need the ratification of Full Council
- A salary supplement / leased car benefit is payable on grades H and above as attached to this policy.
- 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
- 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.

- Any termination payments beyond these levels will only be made with express approval of the Human Resources Committee. Any severance packages in excess of £100,000 will be subject to Full Council approval.
- The details of the payments in respect of all these officers are set out in the Transparency page of the Councils website at www.westoxon.gov.uk

5.2 The most senior of these Chief Officers (Chief Executive and Directors) do not qualify for flexitime.

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

5.4 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of his specific, additional appointment to that role in addition to his 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 those Councils in accordance with an approved scale.

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 Policy on Pay of lowest paid officers

7.1 The policy on pay of the lowest paid officers varies little from that applicable to Chief Officers and other officers. All standard policies apply with exceptions identified in the following section.

7.2 The lowest paid employees of the Council are apprentice grades.

7.3 The Council has implemented the Living Wage rate of £7.65 per hour. (excluding apprentices).

8.0 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 National annual cost of living pay awards are made with reference to JNC 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 was April 2008 and for NJC was April 2013.

8.3 All posts except Chief Executive and Director's are evaluated using the Local Government Management Board Job Evaluation Factor Plan. The Chief Executive and Director's pay is set by the Human Resources Committee.

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

8.5 A salary supplement / leased car benefit is payable on grades H and above.

8.6 For employees on grade F and above membership is available to a private health scheme with contributions paid by the Council up to a maximum budget with the excess being paid by employees – this is a taxable benefit.

8.7 For employees on grades A to E 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.

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

8.9 The pay differential between the highest paid employee and the median employee is set out below:-

Highest Paid Employee*	£123,202
Median Employee	£23,188
Multiple	5.31

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

9. The Local Government Pension Scheme (LGPS)

9.1 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 LGPS pensions administering body for the Council can be found at www.oxfordshire.gov.uk/pensions

Pay Structure 2013/14 (subject to pay award w.e.f. 1 April 2014)

Grade		SCP	Annual	
A		4	12266	
		5	12435	
		6	12614	
		7	12915	
		8	13321	
		9	13725	
		10	14013	
		11	14880	
	B		12	15189
			13	15598
C		14	15882	
		15	16215	
		16	16604	
		17	16998	
D		18	17333	
		19	17980	
		20	18638	
		21	19317	
E		22	19817	
		23	20400	
		24	21067	
		25	21734	
		26	22443	
		27	23188	
		28	23945	
F		29	24892	
		30	25727	
		31	26539	
		32	27323	
		33	28127	
		34	28922	
G/H		35	29528	
		36	30311	
		37	31160	
I		38	32072	
		39	33128	
		40	33998	
J		41	34894	
		42	35784	
		43	36676	
		44	37578	
K		45	38422	
		46	39351	
		47	40254	
		48	41148	
		49	42032	

Service Managers

L		42075
		42984
		43911
		44373
		45393
M	Change	46416
		47442
		48459
		49482
		50496
N	change	51186
		52434
		53682
		54930

Directors

	1	67512
	2	69087
	3	70659
	4	72237
	5	73812

Chief Executive

	1	94308
	2	96153
	3	97995
	4	99849
	5	101691

Leased Car Allowance / Salary Supplement

Grade	Amount
H	2999
I/J	3999
K	4998
L/M/N	5284
Directors/ CX	6083