

Pay Policy Statement 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 set out in the Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (February 2012) 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

Shared Chief Executive (Head of Paid Service)***
Shared Strategic Director (Resources and s151 officer)*
Strategic Director (Development)
Head of Democratic Services (Monitoring Officer)
Shared Head of Revenues and Housing Support*
Shared Head of Information and Change*
Shared Head of Leisure and Communities*
Head of Planning and Strategic Housing
Shared Public Protection 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 is 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. Partner councils share the cost of this post.

*** The Chief Executive is employed by West Oxfordshire but has been seconded to the Vision 2020 partnership as Interim Managing Director and his pay is financed from that programme rather than the revenue budget of West Oxfordshire.

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. Where policies are different for employees covered by this statement these are considered below. Policies that cover all employees equally are not included within the scope of his statement.

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. 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 Chief Officers and Heads of Service (JNC) the pay award has been agreed at 2% for the two year period.

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 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	£96,194 - £103,725 pay band made up of x 5 pay points
Strategic Director	£68,862 - £75,288 pay band made up of x 5 pay points
Heads of Service	Two grades – M and N individual posts graded via job evaluation
	M £47,344 - £51,506 pay band made up of x 5 pay points
	N £52,210 - £56,029 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 or other employee of the Council;
- No bonuses are available for any Chief Officer or other employee of the Council;
- 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 but with actual pay;
- 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 or other employees falling within this statement 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 Relationship with other Officers Pay

7.1 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.

7.2 All posts except Chief Executive and Directors are evaluated using the West Oxfordshire District Council Job Evaluation Scheme (Genesys HR Solutions). The Chief Executive and Director's pay is set by the Human Resources Committee.

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

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

7.5 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.

7.6 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.

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

Lowest Paid Employees

7.8. The policy on pay of the lowest paid officers varies little from that applicable to Chief Officers and other officers. The Council has implemented the Living Wage rate of £7.85 per hour (excluding apprentices).

7.9 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 A (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 employee and the median employee is set out below:-

Highest Paid Employee*	£123,202
Median Employee	£ 23,698
Multiple	5.20

* This is based on the full time equivalent as the Chief Executive is shared with Cotswold District Council and others in his role as Interim Managing Director of Vision 2020.

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

Appendix

WODC PAY SCALE JANUARY 2015

Grade	SCP	2015 salary	Hourly Rate	
A	5	13500	7.00	
	6	13614	7.06	
	7	13714	7.11	
	8	13871	7.19	
	9	14075	7.30	
	10	14338	7.43	
B	11	15208	7.88	
	12	15524	8.05	
	13	15942	8.26	
C	14	16232	8.41	
	15	16571	8.59	
	16	16970	8.80	
	17	17372	9.00	
D	18	17714	9.18	
	19	18376	9.52	
	20	19048	9.87	
	21	19742	10.23	
E	22	20253	10.50	
	23	20849	10.81	
	24	21530	11.16	
	25	22212	11.51	
	26	22937	11.89	
	27	23698	12.28	
	28	24472	12.68	
F	29	25440	13.19	
	30	26293	13.63	
	31	27123	14.06	
	32	27924	14.47	
	33	28746	14.90	
G	H	34	29559	15.32
		35	30178	15.64
	lease car Benefit	36	30978	16.06
	37	31845	16.51	
I	38	32777	16.99	
	Lease car Benefit	39	33857	17.55
	40	34746	18.01	
J	41	35662	18.48	
	42	36572	18.96	
	Lease car Benefit	43	37483	19.43
K	44	38405	19.91	
	45	39268	20.35	
	46	40216	20.85	
	47	41139	21.32	
	Lease car Benefit	48	42054	21.80
	49	42957	22.27	

Heads of Service

L - unused grade	42917
	43844
	44789
	45260
	46301
M	47344
	48391
	49428
	50472
N	51506
	52210
	53483
	54756
56029	

Directors

1	68862
2	70469
3	72072
4	73682
5	75288

Chief Executive

1	96194
2	98076
3	99955
4	101846
5	103725

Leased Car Allowance

Amount	Amount	Grade
£2,999	2999	H
£3,999	3999	I/J
£4,998	4998	K
£5,284	5284	L/M/N
£6,083	6083	CO