

Pay Policy Statement 2017/18

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 2015.

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 Officer, Group Managers or 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; 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 Lead Strategic Director *
- Head of Democratic Services (Monitoring Officer)
- Shared Head of Leisure and Communities*
- Head of Planning and Strategic Housing

3.2 2020 Partnership Officers between West Oxfordshire District Council, Cotswold District Council, Forest of Dean District Council and Cheltenham Borough Council.

- Partnership Managing Director **
- Group Manager – ICT, Change & Customer Service**
- Group Manager – Revenues and Housing Support**
- Group Manager – Environmental and Regulatory Services**

3.3 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.

* Officer shared with Cotswold District Council but employed by West Oxfordshire District Council.

** The Managing Director of the 2020 Partnership and other identified Partnership posts are employed by West Oxfordshire District Council but seconded to the partner councils Joint Committee, members of which are: Cotswold District Council, Forest of Dean District Council and Cheltenham Borough Council in addition to 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 including annual leave arrangements to sickness arrangements. All policies are agreed by 2020 Partnership Joint Committee in consultation with Staff Forum. Where policies are different for employees covered by this statement these are considered below.

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 2017/18 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:-

Lead Strategic Director - £89,529 - £95,877 pay band made up of 2 pay points.
(In addition receives lease car allowance)

Heads of Service Two grades – M and N individual posts (L unused)

M - £48296- £52541 pay band made up of x 5 pay points

N - £53259- £57155 pay band made up of x 4 pay points

(Plus local supplements as appropriate)

Partnership Managing Director £127,513 – in addition receives lease car.

Partnership Group Managers - Fixed point salary- £75,750 inclusive of all local supplements

*subject to Full Council / Joint Committee ratification as appropriate

5.2 Other factors relating to pay:

- 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 local salary supplement / leased car benefit is payable on grades H and above as attached to this policy;
- A local 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 Joint Committee. Any severance packages in excess of £100,000 will be subject to Full Council approval (this item may be superseded by statutory legislation currently being considered) ;
- 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 posts do not qualify for flexitime.

5.3 None of the Chief Officers or other senior 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 (Head of Democratic Services) 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. However, the Council will comply with its responsibilities regarding the application of HMRC regulations on payments made to personal service companies (known as IR35) by applying income tax and national insurance deductions to the payment.

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 senior Partnership and, Directors are evaluated using the West Oxfordshire District Council Job Evaluation Scheme (Genesys HR Solutions). Group Manager posts within the Partnership are evaluated by Hay (Public Sector market excluding London) and have a spot salary of £75,750 inclusive of all local supplements.

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 except for Partnership posts where the pay grade is all inclusive. Any leased car provided for inclusive salary grades will require a sacrifice of salary.

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 £8.45 per hour (UK rate outside London).

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, . 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:-

Partnership Managing Director	
Highest Paid Employee*	£132,333 (this includes the car benefit)
Median Employee	£24,717
Multiple	5.36

* This is based on the full time equivalent as the post is shared with partners in the role as Partnership Managing Director .

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

WODC PAY SCALE APRIL 2017				
Grade		SCP	2017 Salary	2017 Hourly
A		5	13771	7.14
		6	13888	7.20
		7	13990	7.25
		8	14150	7.33
		9	14358	7.44
		10	14626	7.58
B		11	15514	8.04
		12	15836	8.21
		13	16262	8.43
C		14	16558	8.58
		15	16904	8.76
		16	17311	8.97
		17	17721	9.19
D		18	18070	9.37
		19	18745	9.72
		20	19431	10.07
		21	20139	10.44
E		22	20660	10.71
		23	21268	11.02
		24	21963	11.38
		25	22658	11.74
		26	23398	12.13
		27	24174	12.53
		28	24964	12.94
F		29	25951	13.45
		30	26821	13.90
		31	27668	14.34
		32	28485	14.76
		33	29324	15.20
G	H	34	30153	15.63
		35	30785	15.96
	Lease car Benefit	36	31601	16.38
		37	32485	16.84
I	Lease car Benefit	38	33436	17.33
		39	34538	17.90
		40	35444	18.37
J	Lease car Benefit	41	36379	18.86
		42	37307	19.34
		43	38236	19.82
K	Lease car Benefit	44	39177	20.31
		45	40057	20.76
		46	41024	21.26
		47	41966	21.75
		48	42899	22.24
		49	43820	22.71

Service Managers		2017 Salary
SMM	257	48296
	258	49364
	259	50422
	260	51486
	261	52541
SMN	431	53259
	432	54558
	433	55857
	434	57155

Group Managers		
(includes any benefits)		
GM	1	75750

Strategic Directors		
(plus benefits)		
SD	1	89529
SD	2	95877

Managing Director		
(plus benefits)		
MD	1	127513

Leased Car Allowance	
Amount	Grade
£2,999	H
£3,999	I/J
£4,998	K
£5,284	L/M/N
£6,083	CO

Note: Partnership Group Manager posts inclusive of all local supplements