

## Pay Policy Statement – West Oxfordshire District Council 2023/24

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## **1. Background**

1.1. The purpose of this Pay Policy Statement (Statement) is to meet the following requirements:

- s38 (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;
- 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. Scope of the Statement**

- 2.1. On the 1<sup>st</sup> November 2017 the majority of West Oxfordshire District Council employees TUPE transferred to the newly created wholly owned Local Authority (Teckal) Company, Publica (Support) Group Limited.
- 2.2. To avoid confusion and provide transparency this Statement will only apply to officers that are employees of West Oxfordshire District Council.
- 2.3. Details of pay for staff employed by Publica are found within Publica's statement of accounts.
- 2.4. 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 the highest paid officers and other officers
  - performance related pay and bonuses, termination payments, transparency
  - other aspects of remuneration.

## **3. Officers covered by the policy statement**

3.1. Below is a list of those officers covered by the Statement:

- Chief Executive (Head of Paid Service)
- Deputy Chief Executive (s151 officer)
- Director of Governance (Monitoring Officer)
- Other officers of the Council.

3.2. Those not covered by this statement include, officers who are wholly or primarily employed by Publica and who retain dual employment contracts to deliver statutory elements of their roles such as, Parking Appeal decisions or delegated planning decisions that require an employment relationship with the Council. In addition Officers mainly hosted by the Council e.g. South East England Councils (SEEC) are not included.

#### 4. 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 and sickness arrangements.
- 4.2. As part of the formation of Publica, the Council determined that directly employed staff should in future adopt similar policies as the Publica employees in the interests of fairness and equity.
- 4.3. The Council uses a comprehensive job evaluation scheme to ensure equal pay compliance is adhered to.
- 4.4. Statutory roles sit outside of the job evaluation scheme and remain subject to the benchmark approach as agreed by Council.
- 4.5. The Pay and Grading structure, designed in consultation with the Trade Unions, seeks to provide flexibility for the Council to adapt to changes in pay pressures and market conditions whilst retaining equal pay protection.
- 4.6. The scheme also provides for local pay increases in addition to the national (cost of living) pay award in a similar way to incremental pay progression.

#### 5. Policy on Remuneration

- 5.1 The policy for the year 2023/24 in respect of statutory officers is to pay in line with the conclusion of a pay review commissioned as a consequence of the decision to appoint a Director of Governance to replace the current interim arrangements for the monitoring officer role with Oxford City Council.

##### Statutory Officers – Spot Salaries

Chief Executive (Head of Paid Service) - £84,117

Deputy Chief Executive (s 151 officer) - £80,281

Director of Governance (Monitoring Officer) – vacant\*

\*Current interim arrangements with Oxford City Council due to end 31 March 2023.

##### Non-Statutory Officers

- 5.2. The policy for the year 2023/2024 in respect of non-statutory officers is to pay in line with the pay & grading scheme detailed at appendix 1.
- 5.3. The pay and grading scheme is made up of four levels based upon the nature of the role (Core, Implement, Guide & Translate) with each level sub divided into generic job groups (Business Manager, Level 1 Manager, Level 4 Specialist, Level 3 Specialist, Level 2 Specialist, Level 1 Specialist, Level 2 Case/Field Work, Level 1 Case/Field Work, Customer Advisor, Process & Internal Support) and specific comparable pay peer groups.

The pay levels are as follows:-

Core	£21,025 - £35,149
Implement	£26,904 - £49,355
Guide	£41,353 - £62,029
Translate	£52,269 - £78,403

At the time of publication of this policy statement, no annual pay award has been agreed for 2023/2024. These pay levels will be automatically increased by the nationally agreed annual cost of living pay award.

### 5.4. Other factors relating to pay:

- 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 local pay award (pay levelling) can be made annually to allow progression within job groups typically to the mid-point.
- Pay levels above the Job Group mid-point need to be supported by special factors such as market conditions/market forces.
- No performance related pay exists for any Officer of the Council.
- No bonuses are available for any Officer of the Council.
- Termination benefits payable will be in line with that available to all other officers as set out in the Restructuring/Redundancy/Efficiency Policy guidelines 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.

5.5 The details of the payments in respect of all these officers are set out in the [Transparency page](#) of the Councils website.

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

5.7 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 an approved scale.

## 6. 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. Market forces supplement

7.1. Evidence from market and recruitment data shows that for some professions a higher salary may be necessary to attract and retain staff. For non-statutory roles this is built into the pay & grading scheme utilising the in-built flexibility above mid-point.

## 8. Retention payment scheme

8.1. A retention payment scheme is available to all areas of the Council, and might be used in the following cases:

- Difficulty in recruiting the most suitable candidate for a post.

- Difficulty in retaining key people where their leaving would significantly affect internal and/or external service delivery.
- 8.2 All additional payments will be time limited and reviewed at predetermined intervals to reconsider their appropriateness against the prevailing job market.
- 8.3 The scheme may be applied flexibly and can mean:
- Paying someone at a higher salary level
  - Making a one off payment.
- 8.4 These can be used in combination with other benefits that the Council offers. A package to suit the particular circumstances should be used and no individual should receive benefits that equate to more than 15% above the maximum of their substantive grade.

## 9. Lowest paid employees

- 9.1. The 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 the Core Level (Process & Internal Support Job Group category) of the pay & grading scheme.

From 1<sup>st</sup> April 2022 the lowest Core Grade was £21,025 .This amount is subject to pay awards being pending in respect of April 2023.

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

Highest	£84,117
Median Employee	£46,274
Multiple	1.82

\*please note with regards the median employee calculation. The figure last year would have included the Head of Democratic Services, which was not replaced hence the lower figure this year.

## 10. Pay protection

- 10.1. The Council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the Council's protection arrangements will not create the potential for pay inequalities (e.g. open-ended protection).
- 10.2. There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g. restructures. In such cases the protection arrangements outlined will apply for 3 years from the date of the change.

## 11. Severance payments

- 11.1. The Council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.
- 11.2. In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's

age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

11.3. The amount of redundancy pay will be calculated as follows:

- 0.5 week's pay for each full year of service where age at time of redundancy is less than 22 years of age;
- 1 week's pay for each full year of service where age at time of redundancy is 22 years of age or above, but less than 41 years of age;
- 1.5 weeks' pay for each full year of service where age at time of redundancy is 41+ years of age.

11.4 The maximum number of service years taken into account is 20. The maximum number of weeks' pay is 30 for anyone aged 61 years of age or older with 20 years or more service

## **12. Honorarium payments**

12.1. Payment of honoraria is a method by which the Council may reward an employee who has temporarily undertaken the duties and responsibilities of a higher graded post, or to recognise a specific contribution that an employee has made to the Council.

## **13. The Real Living Wage**

13.1. The Council and Publica are committed to paying the Real Living Wage (RLW). The RLW rate from October 2022 is:

- £10.90 per hour across UK (except London - £11.95) for workers 18 years and older.

13.2 The RLW is voluntary and is independently calculated based on what people need to get by. The Government encourages all employers that can afford to do so to ensure their employees earn a wage that meets the costs of living, not just the government minimum.

13.3 For Council employees whose substantive post is less than the RLW they will automatically receive the rate set out in 14.1 above.

## **14. Other pay and conditions in operation**

- Stand by and call out payments
- Long service award

## **15. The Local Government Pension Scheme (LGPS)**

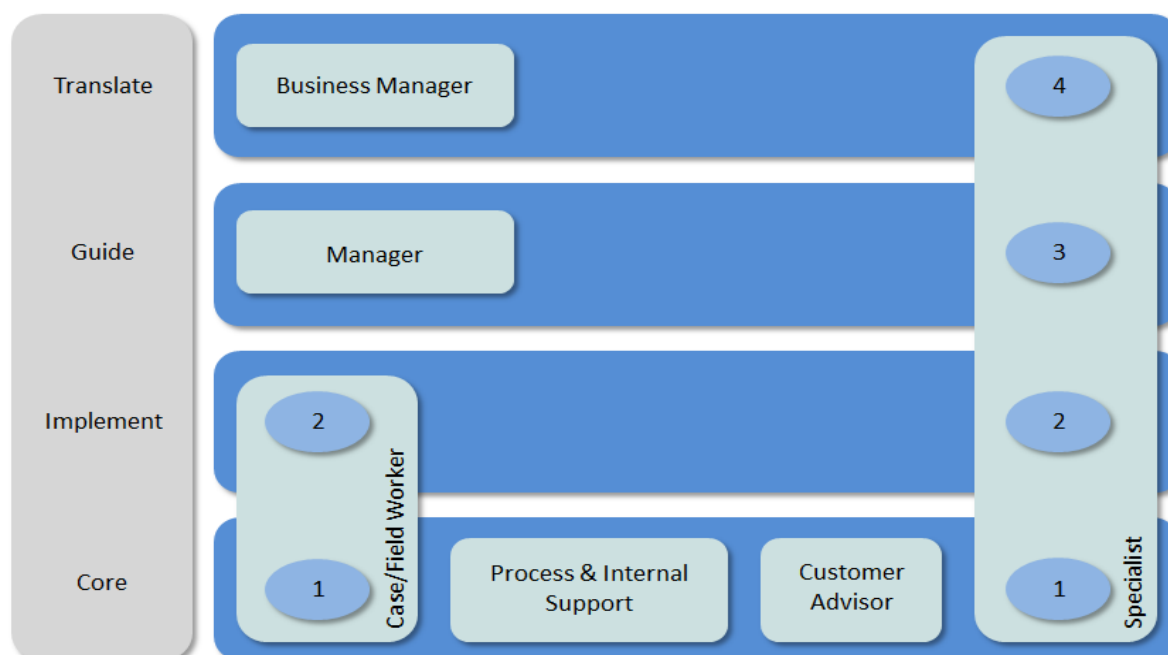
15.1. The LGPS provides for the exercise of discretion that allow retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees, nor does it operate any discretions under the Local Government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

15.2. Further information regarding the [Oxfordshire County Pension Scheme pensions](#) administering body for the Council is available from the Oxfordshire County Council website.

For more information about the Statement and/or its content please contact the HR Operations Manager on 01242 264355 or via the generic HR inbox [HR@publicagroup.uk](mailto:HR@publicagroup.uk)

## Appendix I Pay & Grading Framework – Non- Statutory Roles

### Evaluate framework Job Groups:



Job Groups	From (£) *	Mid-Point (£) *	Top (£) *	Pay Level
Business Manager	52,269	65,336	78,403	Translate
Level 4 Specialist	52,269	65,336	78,403	
Level 1 Manager	41,353	51,691	62,029	Guide
Level 3 Specialist	41,353	51,691	62,029	
Level 2 Specialist	32,903	41,129	49,355	Implement
Level 2 Case / Field Worker	26,904	33,630	40,356	
Level 1 Specialist	23,433	29,291	35,149	Core
Level 1 Case / Field Worker	21,025	25,841	31,009	
Customer Advisor	21,025	25,373	30,448	
Process / Internal support	21,025	25,373	30,448	

2023/2024 National Cost of Living Pay Award Pending