

APPENDIX E

Pay Policy Statement

Localism Act 2011



1.0 CONTEXT

- 1.1 As a co-operative council, Plymouth City Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff.
- 1.2 The Council is required to set out a Pay Policy Statement under sections 38 and 39 of the Localism Act 2011. The Act prescribes the information and format required for the Pay Policy Statement.
- 1.3 The statement must be approved by a resolution of the Council before it comes into force for the relevant financial year. Amendments may be made by resolution of the Council during the financial year.
- 1.4 This statement refers to the Council's position as at 31 December 2012 relating to the financial year 2013/14.
- 1.5 As a broad principle, the Council will adopt terms and conditions of employment for Chief Officers that apply to NJC staff (Green Book) and the local variations as set out in the Plymouth Book. Key Chief Officer terms and conditions were harmonised with NJC officers during 2011 resulting in a decrease in Chief Officer terms and conditions including annual leave entitlement.
- 1.6 Under the Council's Standing Orders and Constitution, we have set out a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. All staff must be appointed on merit, through fair, transparent and objective processes.
- 1.7 The Council's Chief Executive, as the Head of Paid Service, is responsible for ensuring the Council meets its duties for appointment on merit, the terms and conditions of employees, compliance with the Council's Standing Orders for the appointment and remuneration of staff and with the requirements set out in the Local Government and Housing Act 1989.
- 1.8 The Head of Paid Service (Chief Executive) is accountable to the City Council for the discharge of her duties.

2.0 INFORMATION

- 2.1 The Council's Chief Officer structure is set out within the Constitution of the Council, as implemented from 3 January 2012.
- 2.2 All statutory roles are designated within the Chief Officer structure.
- 2.3 Chief Officer grades and salary are determined using the Hay Evaluation criteria.

- 2.4 For the purposes of this Pay Policy Statement, the Council is required to define and set out the reasons for the definition of the lowest paid employee. The Council's pay and grading structure is set out in Appendix One.
- 2.5 The lowest paid worker is defined as those on the lowest spine point of Grade A, the Council's lowest pay grade. The remuneration of a Grade A at the authority (the lowest paid employee) is £12,145 (£14,501 inclusive of superannuation on-costs). This places the value ratio between the lowest paid and highest paid employee at 1:11.
- 2.6 The Council evaluates Chief Officer roles through a defined evaluation method (Hay) to ensure parity and consistency of evaluation within the Council's pay and grading structures. The Council therefore does not apply a ratio between the lowest pay grade and highest pay grade to avoid interference with the objective evaluation process.
- 2.7 For all other officer posts outside the Chief Officer Structure, but earning in excess of £50,000: Positions will be published in remuneration bands of £5,000 as part of the Council's access to public information within the annual accounts.

3.0 FAIR PAY

- 3.1 The Council will seek to move towards adopting the Living Wage as the minimum payment to employees at a rate £7.45 per hour. This will uplift all employees on spinal points 1 to 10 (Appendix One) to a living wage rate. This equates to a full time salary of £14,333 within our standard working week of 37 hours.
- 3.2 It is an ambition to reduce the pay differential between the highest and lowest paid staff to a ratio of 1:10.

4.0 CHIEF OFFICER PAY POLICY

- 4.1 This section sets out the Council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011.
- 4.2 Levels and elements of remuneration for each Chief Officer:
 - Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their level of responsibilities.
 - Each Chief Officer role will be graded using the Hay Job Evaluation methodology based on the published Role Profiles and organisational structures.
 - Each Chief Officer will receive the same terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees.
 - Market supplements or additional payments for Chief Officers will be time limited to a maximum of 2-years from their commencement. Extensions beyond 2 years will require the Head of Paid Service approval and will be reported as an amendment to the Council's published Pay Policy Statement.

Recruitment and remuneration on engagement of Chief Officers

- 4.3 Chief Officers will be remunerated at the evaluated grade for the role on commencement of service. Additional payments (not including relocation expenses) will be time-limited for a maximum of 2-years with terms of additional payments to be agreed by the Head of Paid Service. This includes the application of the Council's policies on Market Factor Supplements.
- 4.4 As required by law, the appointment and remuneration of Chief Officers is determined by the Council members through the Chief Officer Appointment Panel.

Increases and additions to remuneration for each Chief Officer

- 4.5 The Council will review each role profile and remuneration of Chief Officers prior to any recruitment or at the creation or substantive change to the existing role.
- 4.6 Increases to pay for Chief Officers will occur through any national pay award to NJC employees (chief officers).
- 4.7 Chief Officers are appointed on spot salaries. There is no spine point progression for Chief Officers.

The use of performance-related pay (PRP) for Chief Officers

- 4.8 There is no performance-related pay scheme for Chief Officers. Chief Officers are subject to an annual appraisal of performance.

The use of bonuses for Chief Officers

- 4.9 There is no performance-related pay scheme for Chief Officers.

Chief Officer pay on termination of contract or end of office

- 4.10 Chief Officers will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the Council is terminating the contract of employment, pay in-lieu of notice (PILON) or paid leave may be granted by the Assistant Director for Human Resources and Organisational Development.
- 4.11 Redundancy pay for Chief Officers is calculated at the statutory minimum.
- 4.12 Chief Officers may only be dismissed by a panel of Members (Councillors) within the Council's usual policies and procedures for disciplinary and dismissal.

Publication of and access to information relating to the remuneration of Chief Officers

- 4.12 An annual Pay Policy Statement will be presented to Council as part of the budget-setting process for the following financial years, for approval.
- 4.13 Chief Officer remuneration (actual payments) will be reported in the Council's Annual Statement of Accounts and made available on the Council's website through this statement as set out in Appendix Two.

Returning Officer Fees

- 4.14 The designation and duties of the Returning Officer and Electoral Registration Officer are independent of the Council. Officers undertaking these duties may claim for the appropriate allowance. The City Council will designate the officer for these purposes.

Benefits in Kind

- 4.15 Chief Officers do not receive any benefits in kind. Any benefits, gifts or hospitality must be properly authorised and recorded in accordance with the Officer's Code of Conduct.

Charges, fee and professional registrations

- 4.16 Professional fees and charges will be made on behalf of statutory officers and deputy statutory officers in respect of their requirement to be registered to practise with the relevant body. No other charges, fees or registrations are paid by the Council outside of the Plymouth Book local terms for all NJC employees.

Increases and enhancement to pension entitlement

- 4.17 The Council's Chief Officers are entitled to become members of the Local Government Pension Scheme (LGPS). Payments and entitlements are subject to LGPS Regulations.
- 4.18 The Council does not enhance pensions or provide added-years to Chief Officers beyond their basic entitlements.
- 4.19 Pension strain costs are borne by the Authority on the redundancy of a Chief Officer in line with all other employees. The Council policy limits the maximum cost of redundancy and pension strain to a maximum of three times the annual salary for payback. Any situation likely to exceed this amount will be resolved by the Council's Appointments Panel at the point of dismissal.

Other amounts payable

- 4.20 There are currently no other entitlements for additional payments for Chief Officers. The award of other payments with the Council's pay policies will be agreed with the Head of Paid Service.

Chief Officer Policies

- 4.21 Policies adopted for application to the NJC staff (Green Book) will apply to Chief Officers with the exception of matters related to non-executive functions of the Council in relation to Chief Officers such as appointment, investigations and disciplinary action, employment appeals and dismissal.

Terms and conditions

4.22 Chief Officer terms and conditions will mirror those for NJC staff (Green Book). No more or less favourable terms or treatment shall be afforded to Chief Officers in respect of terms and conditions of employment.

Superannuation

4.23 Superannuation is determined by the Local Government Pension Scheme Regulations.

4.24 Superannuation (pension) payments are made by the employer into the Local Government Pension Scheme (LGPS). The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The employer contribution rate is 19.4%. Chief Officers and those earning above £43,301 are required to make a contribution of 7.2% to 7.5% towards their pension, all staff earning under £43,301 make contributions between 5.5% and 7.2% based on salary bands.

APPENDIX ONE

Pay & Grading Structure

<u>Grade</u>	<u>SCP</u>	<u>April 2012</u>
Grade A	4	£12,145
	5	£12,312
	6	£12,489
	7	£12,787
	8	£13,189
Grade B	9	£13,589
	10	£13,874
	11	£14,733
	12	£15,039
	13	£15,444
Grade C	14	£15,725
	15	£16,054
	16	£16,440
	17	£16,830
	18	£17,161
Grade D	19	£17,802
	20	£18,453
	21	£19,126
	22	£19,621
	23	£20,198
Grade E	24	£20,858
	25	£21,519
	26	£22,221
	27	£22,958
Grade F	28	£23,708
	29	£24,646
	30	£25,472
	31	£26,276
Grade G	32	£27,052
	33	£27,849
	34	£28,636
	35	£29,236
Grade H	36	£30,011
	37	£30,851
	38	£31,754
	39	£32,800
	40	£33,661

<u>Grade</u>	<u>SCP</u>	<u>April 2012</u>
Grade I	41	£34,549
	42	£35,430
	43	£36,313
	44	£37,206
	45	£38,042
	46	£38,961
Grade J	47	£39,855
	48	£40,741
	49	£41,616
	50	£42,490
	51	£43,377
	52	£44,268
Grade K	53	£45,177
	54	£46,071
	55	£46,950
	56	£47,929
	57	£48,810
Grade L	58	£49,701
	59	£50,583
	60	£51,465
	61	£52,346
	62	£53,234
Chief Officer	350	£57,764
	400	£69,696
	460	£84,606
	528	£99,614
	608	£114,637
	700	£129,699
	800	£150,000

(SCP 1 – 3 and 528 are not used)

APPENDIX TWO

Chief Officer Pay and Remuneration

This table sets out the roles, pay and additional payments to the chief officers of the Council as set out in the Council's Constitution.

Role	Grade	Basic Pay	Additional Payments	Employer Pension Contribution	Total Remuneration
Chief Executive	800	150,000	-	29,100	179,100
Director for People	700	129,699	-	25,161	154,861
Director for Place	608	114,637	-	22,239	136,877
Director for Corporate Services	608	114,637	-	22,239	136,877
ASSISTANT DIRECTORS					
Democracy and Governance	460	84,606	-	16,413	101,020
Human Resources and Organisational Development	460	84,606	-	16,413	101,020
Finance, Efficiencies, Technology and Assets	460	84,606	-	16,413	101,020
Customer Services	400	69,696	-	13,521	83,217
Joint Commissioning and Adult Social Care	460	84,606	-	16,413	101,020
Children's Social Care	460	84,606	5,394	17,460	107,460
Education, Learners and Families	460	84,606	13,394	19,012	117,012
Homes and Communities	400	69,696	-	13,521	83,217
Economic Development	460	84,606	-	16,413	101,020
Planning	400	69,696	-	13,521	83,217
Transport and Infrastructure	400	69,696	-	13,521	83,217
Environmental Services	460	84,606	-	16,413	101,020
Policy, Performance and Partnerships	350	57,764	-	11,206	68,970

APPENDIX THREE

Senior Officer Pay and Remuneration

This table sets out the roles, pay and additional payments to the senior officers of the Council published as those earning £50,000 or more on their basic salaries.

Role	Basic Pay	Additional Payments	Employer Pension Contribution	Total Remuneration
Head of Legal Services & Deputy Monitoring Officer	£57,764.00		£11,206	£68,970
Head of Learning & Families	£84,606.00		£16,414	£101,020
Head of Capital Strategy	£69,696.00		£13,521	£83,217
Programmes Director	£69,696.00	£14,910.00	£16,414	£101,020
Head of Street Scene Services	£57,764.00		£11,206	£68,970
Head of Capital & Assets	£57,764.00		£11,206	£68,970
Head of Waste Services	£57,764.00		£11,206	£68,970
Head Of Finance	£57,764.00		£11,206	£68,970
Head of Development Planning	£53,234.00		£10,327	£63,561
Head of Development Management	£53,234.00		£10,327	£63,561
Head Of Network Management	£53,234.00		£10,327	£63,561
Public Protection Service Manager	£53,234.00		£10,327	£63,561
Head of Strategic Development Projects	£53,234.00	£3,765.96	£11,057	£68,058
Head of Economy, Enterprise & Employment	£53,234.00	£4,761.00	£11,251	£69,246
Head of Land & Property	£53,234.00	£4,761.00	£11,251	£69,246
Adviser (Partnership & Collaboration)	£50,739.00		£9,843.	£60,582
Leadership Adviser (Primary Core Support)	£50,739.00		£9,843	£60,582
Leadership Adviser (Health, WB & Citizenship)	£50,739.00		£9,843	£60,582
Senior Educational Psychologist	£50,825.00		£9,860	£60,685
Senior Educational Psychologist (MAST)	£50,825.00		£9,860	£60,685
Senior Educational Psychologist	£50,825.00		£9,860	£60,685
Senior Education Psychologist (Multi-Agency)	£50,825.00		£9,860	£60,685
Deputy Head teacher	£51,614.00		TPS	£51,614
Advisor Early Years Education	£51,837.00		TPS	£51,837
Senior Education Psychologist (CAMHS)	£51,912.00		£10,070	£61,983
Leadership Adviser (Assess & Languages)	£52,969.00		£10,275	£63,245
Head of Safer Communities	£53,234.00		£10,327	£63,561
Youth Offending Service Manager	£53,234.00		£10,327	£63,561
Senior Educational Psychologist	£54,085.00		£10,492	£64,577
Senior Adviser (Bus & Prof Development)	£55,658.00		£10,797	£66,456
Leadership Adviser (SEN & VG)	£55,658.00		£10,797	£66,456
Team Manager/Senior Educational Psychologist	£57,370.00		£11,129	£68,500

Senior Adviser Early Years & Childcare	£57,705.00		£11,194	£68,900
Integrated Services Disability Manager	£53,234.00	£4,999.92	£11,297	£69,531
Principal Educational Psychologist	£58,447.00		£11,338	£69,786
Head of Integrated Youth Service	£58,741.00		£11,395	£70,137
Senior Leadership Adviser (Primary Achievement)	£58,741.00		£11,395	£70,137
Senior Leadership Adviser (RA & NTG)	£59,749.00		£11,591	£71,340
Senior Leadership Adviser 11-19, S & VSH	£59,749.00		£11,591	£71,340
Head of Service Delivery	£53,234.00	£9,999.96	£12,267	£75,501
Head of Service (CITC)	£53,234.00	£9,999.96	£12,267	£75,501
Headteacher, ACE Service	£67,602.00		TPS	£67,602
Principal Adviser (Neighbourhood & IL)	£68,151.00		£13,221	£81,372
Principal Leadership Adviser (S & S)	£68,151.00		£13,221	£81,372
Programme Manager	VACANT			£81,000
Transformation Change Programme Manager	£53,234.00		£10,327	£63,561
ICT Strategy & Programme Manager	£52,346.00		£10,155	£62,501
PFI/PPP Strategic Procurement Manager	£53,234.00		£10,327	£63,561
Assistant Head Of Legal Services	£53,234.00		£10,327	£63,561
CareFirst Implementation Manager	£53,234.00	£31,371.96		£84,606