

PLYMOUTH CITY COUNCIL

Subject: Pay Policy Statement 2017/2018
Committee: City Council
Date: 30 January 2017
Cabinet Member: Cllr John Riley
CMT Member: Tracey Lee
Author: Alison Mills
Contact details: alison.mills@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the report:

Under Section 38 and 39 of the Localism Act 2011, the Council is required to approve a statement on the remuneration of staff by 31 March each year, in respect of the following financial year.

The statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. There are no proposed changes to policies; the statement is simply a summary of the key provisions as required by the Localism Act. The Council is therefore not being asked to approve the policies, but simply approve the statement which sets out existing policies.

To address low pay, the Council introduced the principles of the Foundation Living Wage, by adding a discretionary, non-contractual market supplement in 2014. It is proposed to increase this top up from £8.25 to £8.45 from 1 April 2017.

Corporate Plan 2016-2020:

The Council's Pay Policy Statement is a statutory requirement, which supports the council's values.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land:

The medium term financial strategy includes the financial implications of this report. Adoption of the £8.45 per hour for Foundation Living Wage from 1 April 2017 will cost the council approximately £43,594 for corporate employees and this increase can be contained within the budget set aside for the pay award increase.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

None arising directly from this report.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken?
No, the scope of the Pay Policy Statement remains the same as for previous years.

Recommendations and Reasons for recommended action:

The City Council approves the Pay Policy Statement for 2017/18.

Alternative options considered and rejected:

None, this statement is a statutory requirement.

Published work / information:

Annual Statement of Accounts

<http://www.plymouth.gov.uk/sites/default/files/StatementOfAccounts20152016.pdf>

Localism Act 2011

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

Background papers:

None

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

Sign off:

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Originating SMT Member: Tracey Lee													
Has the Cabinet Member(s) agreed the content of the report?													

CITY COUNCIL

30 January 2017



1.0 BACKGROUND

1.1 Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement each financial year, approved by the City Council. The provisions of the Act do not apply to local authority schools.

1.2 Approved pay policy statements must be published on the Council's website as soon as reasonably practicable after being approved. The Act also requires that the Council includes in its pay policy statement its approach to the publication and access to information relating to the remuneration of chief officers. This is published within the annual statement of accounts.

In support of improvements in transparency, and mindful of additional requirements of the Local Government Transparency Code 2015, the Pay Policy Statement 2017/18 signposts the reader to a central point of information on the Plymouth City Council website for remuneration data.

1.3 Section 38(1) of the Act also requires the Council to set out its policy on remuneration for its highest paid staff alongside its policies towards its lowest paid employees. For the Pay Policy Statement for 2012/13, this relationship was at a ratio of 1:14. This ratio is 1:9.4 in 2017/18.

1.4 The policy statement must be approved by a resolution of City Council before it comes into force. Once in force it must be complied with, although it may be amended by Full Council during the financial year. It must always be published on the Council's website as soon as reasonably practicable after approval or amendment.

1.5 The following document sets out the proposed pay policy statement for Plymouth City Council in 2017/18.

1.6 There is pending legislation around exit arrangements which could affect Chief Officers of the Council. The impact will be considered during implementation and may require amendments to this Pay Policy Statement.

1.7 As part of the pay deal for 2016-18 for Local Government Services, the NJC agreed to conduct a review of the NJC pay spine, which will take into account the impact of the national living wage. The aim is that the review is concluded by 30 June 2017 and may affect this Pay Policy Statement.

PAY POLICY STATEMENT

2017 - 2018



1.0 CONTEXT

- 1.1 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 City 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 When approved by the Council, this policy statement will come into immediate effect for the 2017/18 financial year and will be subject to review again for 2018/19 in accordance with the relevant legislation prevailing at that time.
- 1.5 In our proposed People Strategy 2016-2020, our vision is to have a motivated, engaged and skilled workforce focussed on meeting the needs of the citizens of Plymouth.
- 1.6 As a broad principle, the Council adopts the 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.
- 1.7 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.
- 1.8 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 employment, 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.
- 1.9 The Head of Paid Service (Chief Executive) is accountable to the Council for the discharge of her duties.
- 1.10 For the purposes of this Pay Policy Statement, all references to Chief Officer includes Deputy Chief Officers, as defined in the Localism Act. These are roles that report directly to a Chief Officer, apart from clerical and administrative posts. This definition includes posts on JNC for Chief Officers, NJC for Local Government Services' and NHS terms and conditions.

2.0 INFORMATION

- 2.1 The Council's Chief Officer Structure is set out within the Constitution of the Council and the Constitution is updated with any changes to statutory posts.
- 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 relationship and definition of the lowest paid employee (see 3.1). The Council's pay and grading structure is set out in Appendix One.

3.0 FAIR PAY

- 3.1 The lowest paid worker is defined as those on the lowest spinal column point of Grade A, which is the Council's lowest pay grade (excluding apprentices). From 1 April 2017, the remuneration of a Grade A (the lowest paid employee) is £15,014(excluding apprentices). To address low pay, the Council recognises the principles of the Foundation Living Wage, by adding a discretionary, non-contractual market supplement, topping up to £8.45 per hour from 1 April 2017 (2016/17 - £8.25 per hour). The FTE pay for the lowest paid worker is therefore £16,302 from 1 April 2017, based on our standard working week of 37 hours. This will uplift all employees on spinal points 6 to 12 (Appendix One) to a Foundation Living Wage rate.

This places a ratio between the lowest paid and highest paid employee at 1:9.4 from 1 April 2017, which is a significant reduction from 2012 when the ratio was 1:14.

- 3.2 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.
- 3.3 Senior officer posts outside the Chief Officer Structure, but earning in excess of £50,000 are published as part of the Council's access to public information within the annual accounts.

4.0 CHIEF OFFICER PAY

- 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:
 - 4.2.1 Each Chief Officer will receive a basic salary as defined by the Council's pay and grading structures commensurate with their level of responsibilities.
 - 4.2.2 Each Chief Officer role will be graded using the Hay Job Evaluation methodology based on the published role profiles and organisational structures.
 - 4.2.3 Each Chief Officer will receive the same local terms and conditions of employment as set out in the Plymouth Book for NJC (Green Book) employees.
 - 4.2.4 Market supplements and additional payments for Chief Officers will be time limited to a maximum of two years from their commencement. The terms of additional

payments (not including relocation expenses) will be agreed by the Chief Officer Appointments Committee, including the application of Market Factor Supplements.

Extensions beyond two years will also require the approval from the Chief Officer Appointments Committee and will be reported as an exception to the Council's published Pay Policy Statement, in the Statement of Accounts.

4.3 Recruitment and remuneration on engagement of Chief Officers

4.3.1 Chief Officers will be remunerated at the evaluated grade for the role on commencement of service.

4.3.2 As required by law, the appointment and remuneration of Strategic Directors, Assistant Chief Executive and Assistant Directors is determined by the Council Members through the Chief Officer Appointments Committee, except where there is specific delegation otherwise through Council.

4.4 Increases and additions to remuneration for each Chief Officer

4.4.1 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.

4.4.2 Increases to pay for Chief Officers on JNC for Chief Officers will occur through any national pay award.

4.4.3 Chief Officers are appointed on spot salaries. There is no spine point progression for Chief Officers on JNC for Chief Officers.

4.5 Performance-related pay (PRP) for Chief Officers

4.5.1 There is no performance-related pay or bonus scheme for Chief Officers. Chief Officers are subject to an annual performance review.

4.6 Chief Officer pay on termination of contract or end of office

4.6.1 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.

4.6.2 Redundancy pay for Chief Officers is calculated at the statutory minimum.

4.6.3 Chief Officers may only be dismissed for reasons of redundancy or by the Chief Officer Dismissals Committee.

4.7 Benefits in Kind

4.7.1 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.

4.8 Charges, fee and professional registrations

4.8.1 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 practice with the relevant body.

4.9 Increases and enhancement to pension entitlement

4.9.1 The Council's Chief Officers are entitled to become members of the Local Government Pension Scheme (LGPS) or NHS Pension Scheme. Payments and entitlements are subject to LGPS Regulations or NHS Pension Scheme Regulations.

4.9.2 The Council does not enhance pensions or provide added-years to Chief Officers beyond their basic entitlements.

4.9.3 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 or complies with legislation at the time. Any situation likely to exceed this amount will be resolved by the Council's Chief Officer Appointments Committee at the point of dismissal.

4.10 Other amounts payable

The award of other payments with the Council's pay policies will be agreed with the Chief Officer Appointments Committee and reported in the Statement of Accounts.

4.11 Chief Officer Policies

4.11.1 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.

4.12 Terms and conditions

4.12.1 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.

4.13 Superannuation (Employer's pension contribution)

4.13.1 The rate of superannuation contributions is determined by the Local Government Pension Scheme Regulations or NHS Pension Scheme.

4.13.2 Superannuation payments are made by the employer into the Local Government Pension Scheme (LGPS)/NHS Pension Scheme. The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The latest Local Government Pension Scheme Regulations 2014 were introduced from 1 April 2014. There will be 9 employee contribution bandings between 5.5% and 12.5%. The employer contribution for the NHS Pension Scheme is 14.3%.

4.14 Returning Officer Fees

4.14.1 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 Council will designate the officer for these purposes.

5 **STAFFING RESOURCES**

5.1 The Council uses the following different staffing resources:

- a) Permanent staff on the establishment
- b) Temporary fixed term contracts to fill posts on the establishment
- c) Interims employed through service contracts to fill posts on the establishment
- d) Interims where there is no established post. For example, where temporary specialist skills are needed to undertake a time limited complex project.

6 **REMUNERATION OF INTERIM AND TEMPORARY STAFF**

6.1 Where interim resources are determined to be required for a specific role within the Council, a procurement process is followed. Typically sourcing is carried out through the Managed Supplier arrangements provided by the Council's procured supplier, through UK Government Framework contracts tendered through OJEU processes, other OJEU compliant frameworks, or Council standard low value procurement processes. Procurement Officers are fully involved in these processes.

6.2 When interim staff are required, the costs of these are subject to competitive marketplace processes. HR/Procurement officers are fully involved and aware of all interim appointments in order to assure quality.

7 **CHIEF OFFICER APPOINTMENTS COMMITTEE**

7.1 The Chief Officer Appointments Committee has responsibility for the appointment and remuneration of Chief Officers except where there is specific delegation otherwise through Council. The Council will aim to pay for these services at a rate as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions.

7.2 Where the Chief Officer Appointments Committee makes a temporary or interim appointment to an established post, then the appointing person or body will have discretion to settle remuneration in line with current market factors.

7.3 For other posts where the Council requires an interim resource, which is not a Chief Officer, which may or may not be on the establishment, the Council will aim to pay for these services at a rate of pay as close as possible to total employment costs of directly employed staff performing a comparable role, given prevailing market conditions. However, the appointing person will have discretion to settle salary or fees in line with current market factors. Any such arrangements require authorisation from the Head of Paid Service, Assistant Director for HR and Organisational Development and Assistant Director for Finance.

8 CONTRACT FOR SERVICES

- 8.1 On occasion it will be more appropriate to engage interim staff through the use of a contract for services. Unlike staff employed under contracts of employment, the relevant guidance from the Department for Communities and Local Government does not require such appointments to be approved by Council. However, where such posts are classified as Chief Officers for pay policy purposes, those posts should appear in the Statement of Accounts. To ensure that the Council is open and transparent it is proposed to provide details of any such contract where the daily rate equivalent paid by the Council to the contractor (and excluding procurement costs) exceeds £500 per day for duration of more than three months.

9 PUBLICATION

- 9.1 Upon approval by the Council, this statement will be published on the Council's Website and will also be available in additional formats by request.
- 9.2 Chief Officer remuneration (actual payments) will be reported in the Council's Annual Statement of Accounts.
- 9.3 Payments in respect of the use of interim management services are also available in the Annual Statement of Accounts where the daily rate equivalent paid by the Council exceeds £500 per day for more than a period of three months. These payments include all agency fees, and exclude VAT.
- 9.4 In addition, for employees where the full time equivalent salary is £50,000 or more, excluding employer superannuation contributions, the Council's Annual Statement of Accounts will include the number of employees in bands of £5,000.
- 9.5 The Annual Statement of Accounts can be found here:
<http://www.plymouth.gov.uk/sites/default/files/StatementOfAccounts20152016.pdf>

APPENDIX ONE

PAY AND GRADING SCALE 2017/18

Human Resources and Organisational Development

Grade	SCP	FT Salary	Hourly Rate	Living Wage
Grade A	6	£15,014	£7.7821	Living Wage
	7	£15,115	£7.8345	Living Wage
	8	£15,246	£7.9024	Living Wage
Grade B	9	£15,375	£7.9693	Living Wage
	10	£15,613	£8.0926	Living Wage
	11	£15,807	£8.1932	Living Wage
	12	£16,123	£8.3570	Living Wage
	13	£16,491	£8.5477	
Grade C	14	£16,781	£8.6980	
	15	£17,072	£8.8489	
	16	£17,419	£9.0287	
	17	£17,772	£9.2117	
	18	£18,070	£9.3661	
Grade D	19	£18,746	£9.7165	
	20	£19,430	£10.0711	
	21	£20,138	£10.4380	
	22	£20,661	£10.7091	
	23	£21,268	£11.0237	
Grade E	24	£21,962	£11.3835	
	25	£22,658	£11.7442	
	26	£23,398	£12.1278	
	27	£24,174	£12.5300	
Grade F	28	£24,964	£12.9395	
	29	£25,951	£13.4511	
	30	£26,822	£13.9025	
	31	£27,668	£14.3410	
Grade G	32	£28,485	£14.7645	
	33	£29,323	£15.1989	

Grade	SCP	FT Salary	Hourly Rate
Grade G	34	£30,153	£15.6291
	35	£30,785	£15.9566
Grade H	36	£31,601	£16.3796
	37	£32,486	£16.8383
	38	£33,437	£17.3312
	39	£34,538	£17.9019
	40	£35,444	£18.3715
Grade I	41	£36,379	£18.8562
	42	£37,306	£19.3366
	43	£38,237	£19.8192
	44	£39,177	£20.3064
	45	£40,057	£20.7626
	46	£41,025	£21.2643
Grade J	47	£41,967	£21.7526
	48	£42,899	£22.2356
	49	£43,821	£22.7135
	50	£44,741	£23.1904
	51	£45,675	£23.6745
	52	£46,614	£24.1612
Grade K	53	£47,570	£24.6567
	54	£48,512	£25.1450
	55	£49,437	£25.6245
	56	£50,468	£26.1588
	57	£51,396	£26.6399
Grade L	58	£52,333	£27.1255
	59	£53,262	£27.6070
	60	£54,192	£28.0891
	61	£55,118	£28.5691
	62	£56,053	£29.0537

