



Ashfield District Council

Pay Policy Statement 2019 – 2020

February 2019

VERSION CONTROL

Version Number	Date Issued
Original	28 December 2018
Revised V1	2 January 2019
Revised Final Version	13 February 2019

ASHFIELD DISTRICT COUNCIL
Pay Policy Statement 2019 - 2020

1. Introduction

- 1.1 Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. The purpose of the statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.
- 1.2 The Act and supporting statutory guidance provides details of information that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by Council by the end of March each year; can be amended in year; must be published on the Council's website and must be complied with when setting the terms and conditions of Chief Officer employees.
- 1.3 This Pay Policy includes a policy on:
- The level and elements of remuneration for each Chief Officer
 - The remuneration of the lowest paid employees
 - The relationship between the remuneration of Chief Officers and other Officers
 - Other specific aspects of Chief Officer Remuneration, fees and charges and other discretionary payments
- 1.4 Remuneration includes any charges, fees, allowances, benefits in kind, any increase in enhancements of pension entitlements and termination payments.
- 1.5 Two appendices have also been appended to the document. Appendix 1 (this Appendix) provides a summary of chief officers pay in the Authority and those earning above £50,000. Appendix 2 details the reporting arrangements in the organisation.

2. Remuneration of the Council's Chief Officers

- 2.1 The posts which are Chief Officer posts for the purposes of the Council's Pay Policy Statement under the Localism Act 2011 are:-
- Chief Executive (as Head of Paid Service-S43(2)(a) of the 2011 Act)
 - Director – Legal & Governance and Monitoring Officer (S43(2)(b) of the 2011 Act)
 - Director – Resources & Business Transformation (S43(2)(d) of the 2011 Act)
 - Director – Place & Communities (S43(2)(d) of the 2011 Act)
 - Director – Housing & Assets (S43(2)(d) of the 2011 Act)
 - Corporate Finance Manager (as Section 151 Officer-S43(2)(c) of the 2011 Act)
- 2.2 The policy for each group is as follows:-

Chief Executive

- The salary for this post up to August 2018 is within a locally determined pay scale which is spinal points CEOP1 to CEOP5, which equates to £103,530 - £108,732 per annum.

- The pay scale was determined by the Council's Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- This was reviewed on 20th August 2018 by the Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- The salary for this post from 20th August 2018 is within a locally determined pay scale which is spinal points CEOP1 to CEOP3, which equates to £109,500 - £115,500 per annum.
- Progression through the scale is determined through satisfactory annual performance appraisals.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives national conditions.

Monitoring Officer and Directors

- The salary for these posts is a locally determined fixed salary point of £77,520 per annum.
- The pay scale was determined by the Council's Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- There is an additional £3,000 responsibility allowance payable to the designated Deputy CEO. This is subject to an annual review.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services.

No member of the Corporate Leadership Group (i.e. those posts listed above) is entitled to other additional elements of remuneration in respect of overtime, flexitime, bank holiday working, stand-by payments etc. as these officers are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Following a restructure exercise it was agreed by Chief Officers Employment Committee that one Director would assume the role of Deputy Chief Executive for a small responsibility allowance, which has been set at £3,000 per annum. This is an annual appointment made by the Chief Executive.

Section 151 Officer (Corporate Finance Manager)

- The salary scale for this post is a fixed salary point of £58,140 per annum.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services.
- There is an additional £6,000 Section 151 allowance payable to the designated Section 151 Statutory Officer. This is subject to an annual review.

Other Chief Officer posts

- Although not defined as Chief Officers for the purposes of the Pay Policy, the Council also employs employees at Assistant Director level, whose Terms and Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services. The salary range for these posts is £56,100 - £58,140 per annum. Details of these posts are listed below:-

- Assistant Director – Place and Wellbeing
- Assistant Director – Planning & Regulatory Services
- Assistant Director – Neighbourhoods & Environment
- Assistant Director – Assets & Investments

2.3 Cost of Living Pay Awards

A cost of living pay increase of 2% was awarded to all employees, including Chief Officers, on 1 April 2018.

Pay awards are negotiated nationally. When a national pay award is agreed the pay rates stated in 2.2 above will change to reflect the percentage increase awarded.

3. **Additional Fees**

- 3.1 Special fees are paid for Returning Officer duties, which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves, and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. As Returning Officer they are paid a separate allowance for each election for which they are responsible.

The Nottinghamshire Election Officers group regularly review the scale of fees and these reviews determined the rates applied for the elections held in 2017/18. This information is available on the Council's Website.

4. **Pay Structure**

- 4.1 The pay structure for all employees outside the Chief Officers is in accordance with the NJC for Local Authorities National Pay Spine.
- 4.2 All posts outside the Chief Officers are evaluated using a locally adopted job evaluation scheme. The Council adopted the NJC Job Evaluation Scheme for all employees outside those on Chief Officers' terms and conditions during 2014 – 2015.

5. **Remuneration of the Council's lowest-paid employee**

- 5.1 With effect from 1 April 2018 the lowest paid employee within the Council is paid at Local grade A12 which equates to £17,173.00 per annum.
- 5.2 The Council ensures that remuneration of the lowest paid employee reflects the Living Wage Foundation rate.

6. **Allowances and benefits in kind**

- 6.1 Allowances and benefits typically follow nationally agreed rates. Locally agreed allowances or benefits in kind payments include:

- All employees of the Council have access to Ashfield Benefits, which enable employees to enjoy discounts with major retailers. There is a contribution cost from the employer of £2.95 per employee per annum.
- Access to salary sacrifice schemes such as child care vouchers (with effect from 5th October 2018 this is only applicable to existing employees in line with current legislation) and cycle to work schemes, which are available to all employees in accordance with current policies.
- Reimbursement of professional fees, where applicable, in accordance with the current policy introduced with effect from 1 October 2014.

7. Payments, charges and contributions

- 7.1 All employees, including Chief Officers, who are members of the Local Government Pension Scheme (LGPS), make individual contributions to the scheme in accordance with the following, which were effective from 1 April 2018

Band	Range	Contribution rate for employment	
		Main section	50/50 section*
1	Up to £14,100	5.5%	2.75%
2	£14,101 - £22,000	5.8%	2.9%
3	£22,001 - £35,700	6.5%	3.25%
4	£35,701 - £45,200	6.8%	3.4%
5	£45,201 - £63,100	8.5%	4.25%
6	£63,101 - £89,400	9.9%	4.95%
7	£89,401 - £105,200	10.5%	5.25%
8	£105,201 - £157,800	11.4%	5.7%
9	£157,801 or more	12.5%	6.25%

*Please note: 50/50 scheme is for employees who opt to pay reduced contributions for a reduced pension

- 7.2 The Council makes employers contributions into the scheme. The current rate of contribution is 14.4%. The next review by the actuary will be in 2020 and the revised rate will be implemented once confirmed.

8. Relationship between remuneration levels

- 8.1 The Council's current ratio between its top earner (£109,500) to its median earner (£23,110) is: 4.74:1
- 8.2 The Council's current ratio between its top earner (£109,500) to its lowest earner (£17,173) is 6.38:1
- 8.3 These ratios will be monitored annually within the Pay Policy Statement and the figures exclude apprentices.

9. Severance and Discretionary payments

- 9.1 The policy for the award of any discretionary payments is the same for all employees, regardless of their pay level and is in accordance with the Council's current Discretionary Compensation Payment Policy.
- 9.2 The Council also reserves the right and discretion to implement settlement agreements with individual employees, which may include enhanced severance and discretionary payments in accordance with a business case.

The business case will be considered and determined by:

Chief Officers Employment Committee: Chief Officers and Statutory Officers as defined in the Council's Constitution

Chief Executive: All other employees

10. Remuneration Decisions

- 10.1 Decisions on remuneration relating to pay, starting spinal point (for Chief Executive only) and any additional allowances for Chief Officers as defined in the Council's Constitution are determined by the Chief Officers Employment Committee.
- 10.2 Spinal point progression for Chief Executive is considered and approved by the Chief Officers Employment Committee subject to satisfactory performance.
- 10.3 The Chief Officers Employment Committee acts as the recruitment interviewing committee for all posts defined as Chief Officers and/or Statutory Officer posts in the Council's Constitution.
- 10.4 Where individual officers are requested to carry out part of a role at a higher level in excess of four weeks and/or carry out project related activities outside of their substantive role, Chief Officers may, at their discretion, propose that an honoraria is paid in accordance with the Council's Acting Up and Honoraria Arrangements Guidance.

11. Publication

- 11.1 This Pay Policy Statement will be published on the Council's website in accordance with Section 38 of the Localism Act 2011. The statement also contains information of posts attracting salaries in excess of £50,000 to meet the requirements of the Local Government Transparency Code

12. Annual Review

- 12.1 The Pay Policy Statement will be annually reviewed on or before 31 March each year.