

# Lancaster City Council

## Pay Policy Statement 2012/13

### 1.0 Background

- 1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as Council thinks fit”. Sections 38 – 43 of the Localism Act 2011 require that the Council produce a policy statement that covers a number of matters concerning the pay of the Council's staff, principally Chief Officers.
- 1.2 This Pay Policy Statement (the ‘statement’) sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and has been prepared in accordance with the draft guidance issued by the Secretary of State for Communities and Local Government.

### 2.0 Purpose

- 2.1 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
  - The methods by which salaries of all employees are determined;
  - The detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
  - The Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

### 3.0 Other legislation relevant to pay and remuneration

- 3.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations 2006.
- 3.2 The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

### 4.0 Definition of Officers Covered by the Policy Statement

- 4.1 This policy statement is required to cover “chief officer” posts as defined in the Localism Act 2011.
- 4.2 For Lancaster City Council these are:
  - a) The Chief Executive (Head of Paid Service)
  - b) Head of Governance (Monitoring Officer)
  - c) Head of Finance (Section 151 Officer responsible for the administration of the authority's financial affairs)
  - d) Deputy Chief Executive

e) Other Service Heads:

Head of Community Engagement  
Head of Environmental Services  
Head of Health and Housing  
Head of Regeneration and Policy  
Head of Property Services

f) The following posts which report directly to any the officers listed above:

Accountancy Services Manager  
Assistant Head of Regeneration and Policy (Development Management)  
Assistant Head of Regeneration and Policy (Policy and Delivery)  
Assistant Head of Regeneration and Policy (Environmental Management)  
Assistant Head of Community Engagement (Communications)  
Assistant Head of Community Engagement (Wellbeing)  
Assistant Head of Community Engagement (Partnerships)  
Cleansing / Grounds Maintenance Manager  
Democratic Services Manager  
Environmental Health Manager  
Finance and Administration Manager  
Fleet Manager  
Human Resource Manager  
Information Services Manager  
Internal Audit Manager  
Legal Services Manager  
Parking and Administration Manager  
Premises Manager  
Principal Housing Manager  
Principal Valuer  
Private Sector Housing Manager  
Repairs and Maintenance Manager  
Waste / Highways Manager

4.3 It should be noted that, whilst within the terms of the Act, the posts listed in 4.2 (f) above may fall within the wide definition of Chief Officer posts, they are not designated as such within the Council. Their salaries are below the current Senior Civil Service minimum pay band of £58,200, and the terms and conditions of service for these officers are the same as for all other employees of the Council, that is, those defined by the National Joint Council for Local Government, National Agreement on Terms and Conditions of Service (NJC Green Book).

## **5.0 Arrangements for the Remuneration of Chief Officers**

5.1 The Council's arrangements for the remuneration of the posts detailed in Para 4.2 (a) to (e) above are set out in the schedule that is attached to this policy statement at Appendix A. It is the policy of this Council to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the Council's requirements of the post in question at the relevant time.

5.2 As part of the development of the new senior management structure in 2010 there was a review of Chief Officer Pay (excluding the Chief Executive) in which each post was evaluated to determine its relative value. The outcomes of this review informed the development of a revised salary structure for the new post of Deputy Chief Executive and the revised Head of Service posts. The North West Employers Organisation provided guidance and advice on the valuation of the posts and statistical data which was used to determine the revised salary structure.

## **6.0 Policy on other Aspects of Chief Officer Remuneration**

- 6.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of a Local Government Pension Scheme (LGPS) pension or a redundancy/severance payment. These matters are set out in the schedule attached at Appendix B.

## **7.0 Chief Executive Remuneration**

- 7.1 The post of Chief Executive (which also acts as Head of Paid Service) is paid on a fixed salary of £107,060. The postholder also acts as the Returning Officer for which additional fees are payable in relation to specific election based activities.

## **8.0 Returning Officer Fees**

- 8.1 The Council appointed the Chief Executive as Returning Officer 2000.
- 8.2 In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Return Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.
- 8.3 Fees for Returning Officer and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific elections duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.

## **9.0 Deputy Chief Executive Remuneration**

- 9.1 The current postholder was appointed to the newly created post of Deputy Chief Executive in October 2010, following the disestablishment of the three Corporate Director posts (Regeneration, Community Services and Finance and Performance). The salary for the Deputy Chief Executive in 2012/12 is £ 77,321.

## **10.0 Head of Service Remuneration**

- 10.1 There are seven Head of Service posts, (which include the Monitoring Officer and the Section 151 Officer). These posts were established in 2010, following a review of the senior management structure, Progression within grade is normally annually on 1 April each year until the postholder reaches the top of grade. There is no assessment of performance linked to progression in grade. The basic salary/pay grade for Chief Officers is detailed in Appendix A.

## 11.0 Other Chief Officers Conditions of Service

11.1 The other terms and conditions of service are set out in the relevant conditions of service handbooks, which can be accessed via the Councils website.

**Chief Executive:** The Joint Negotiating Committee for Local Authority Chief Executives - Conditions of Service.

**All other Chief Officers:** The Joint Negotiating Committee for Chief Officers in Local Authorities - Conditions of Service.

## 12.0 Additional Chief Officers Allowances

12.1 Any other allowances relating to the Chief Officers are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

## 13.0 Policy on Remunerating the Lowest Paid in the Workforce

13.1 The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of Council decisions; these are then incorporated into contracts of employment. The lowest pay point in this Council is Scale Point Four, this relates to an annual salary of £12,145 and can be expressed as an hourly rate of pay of £6.2951. This pay point and salary was determined by the Council as part of its Fair Pay review the outcome of which was introduced on 1 April 2010. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

13.2 The Council also employs Apprentices who are not considered within the definition of 'lowest paid employees' as they are employed under national rates of pay for Apprentices.

## 14.0 Relationship between Chief Officer remuneration and that of other Staff

14.1 The highest paid salary in this Council is £107,060 which is paid to the Chief Executive. The pay multiple between the Chief Executive's salary and the Average Median Salary is a ratio of 1:5.47. The pay multiple between the Chief Executive's salary and the Mean Average is a ratio of 1:4.85. This Council does not have a policy on maintaining or reaching a specific 'pay multiple'. However the Council is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Council as expressed in this policy statement. The Council's approach to the payment of other staff is to pay that which the Council needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the Council meets any contractual requirements for staff including the application of any local or national collective agreements, or Council decisions regarding pay.

### Relationship of Salaries Summary

| Post            | Salary   | Benchmark       | Salary  | Ratio    |
|-----------------|----------|-----------------|---------|----------|
| Chief Executive | £107,060 | Median Salary * | £19,572 | 1 : 5.47 |
|                 |          | Mean Salary *   | £22,057 | 1 : 4.85 |
|                 |          | Lowest Salary   | £12,145 | 1 : 8.82 |

*\* averages calculated using full-time equivalents*

## **15.0 Salary Information**

15.1 A full schedule of salaries/grades within the Council is set out in Appendix C

## **16.0 Pay Structure (General)**

16.1 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure. These spinal points are divided in to a number of locally determined pay grades.

16.2 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example through any agreed annual pay increases negotiated with joint trade unions of the National Joint Council for Local Government Services.

16.3 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

16.4 To determine the pay grade for the majority of posts the Council operates a Job Evaluation Scheme. The conventions are based on the evaluation factors within the Greater London Provincial Councils (GLPC) job evaluation scheme. In determining its grading structure and setting remuneration levels for any posts which fall outside its scope, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

16.5 New appointments will normally be made at the minimum of the relevant pay scale point for the grade, although this can be varied where necessary to secure the best candidate. This arrangement applies equally to all employees of the Council. Where the appointment salary is above the minimum point of the pay scale and is not affected by other Council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with the Council's Constitution (Part 3 - Responsibility for Functions Section 14). The principle of appointing at the bottom of the pay grade applies equally to Chief Officers.

16.6 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

16.7 Any temporary market supplement applied to the salary grade for a particular post will be subject to approval in accordance with the Council's Market Supplement Policy (*link to document via the Council's Website*),

## **17.0 Recruitment of Chief Officers**

17.1 The Council's policy and procedures with regard to recruitment of chief officers is set out within the Council's Constitution (Part 4 - Rules of Procedure, Section 6, Officer Employment Procedure Rules). (*link to document via the Council's Website*)

- 17.2 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equal Opportunities, Recruitment and Redeployment Policies as approved by Council.
- 17.3 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.
- 17.4 Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals. The Council does not currently have any chief officers engaged under such arrangements

#### **18.0 Approval of Salary Packages in Excess of £100k**

- 18.1 The Council will ensure that, at the latest before an offer of appointment is made, any salary package for any post that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

#### **19.0 Pension Contributions**

- 19.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire County Government Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded
- 19.2 The current Employer contribution rate set at 1 April 2011 is = 20.6%
- 19.3 The Employee contribution rate effective from 1 April 2012 is based on salary as detailed below:

| <b>Salary<br/>(Full Time)</b> | <b>Contribution Rate</b> |
|-------------------------------|--------------------------|
| Up to £13,500                 | 5.5%                     |
| £13,501 - £15,800             | 5.8%                     |
| £15,801 - £20,400             | 5.9%                     |
| £20,401 - £34,000             | 6.5%                     |
| £34,001 - £45,500             | 6.8%                     |
| £45,501 - £85,300             | 7.2%                     |
| Over £85,300                  | 7.5%                     |

## **20.0 Payments on Termination**

- 20.1 The Councils approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement and in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006, and Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 20.2 The policy applied equally to all permanent employees regardless of their grade is set out in the Council's Early Termination of Employment Policy.  
*(link to document via the Council's Website),*

## **21.0 Accountability and Decision Making**

- 21.1 In accordance with the Constitution of the Council, the Personnel Committee is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

## **22.0 Amendments to the Policy**

- 22.1 As the policy statement covers the period 1 April 2012 to 31 March 2013, amendments may need to be made throughout the relevant period. As the Localism Act 2011 requires that any amendments are approved by the Council by resolution, proposed amendments will be reported to the Personnel Committee for recommendation to full Council.

## **23.0 Policy for Future Years**

- 23.1 This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the Council prior to the start of each financial year.

## Arrangements of the remuneration of Chief Officers

|                               |  |
|-------------------------------|--|
| <b>Post</b>                   | Chief Executive  |
| <b>Base Salary</b>            | £107,060   |
| <b>Pension Contribution</b>   | 7.5%   |
| <b>Election Fees</b>          | The Returning Officer fees are based on a fee calculated periodically by the Cabinet Office. The Council pays the fees for the local elections, and the fees for other elections such as parliamentary, European and County Council are paid for externally. |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive any ex-gratia payments   |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement applies to this post. The arrangements are the same for all employees of the Council.   |

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Deputy Chief Executive   |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £77,321  | £78,300   | £79,291     | £80,294    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

## Arrangements of the remuneration of Chief Officers (Continued)

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Governance (Monitoring Officer)  |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Finance (Chief Financial Officer)  |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

## Arrangements of the remuneration of Chief Officers (Continued)

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Community Engagement   |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Environmental Services   |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

## Arrangements of the remuneration of Chief Officers (Continued)

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Health and Housing   |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

|                               |   |  |  |  |
|-------------------------------|---|--|--|--|
| <b>Post</b>                   | Head of Property Services   |  |  |  |
| <b>Base Salary</b>            | £54,824   |  |  |  |
| <b>Pension Contribution</b>   | 7.2%  |  |  |  |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.                                       |  |  |  |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures  |  |  |  |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus   |  |  |  |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.   |  |  |  |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments   |  |  |  |
| <b>Severance Arrangements</b> | The Councils normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |  |  |  |

## Arrangements of the remuneration of Chief Officers (Continued)

|                               |  |           |             |            |
|-------------------------------|--|-----------|-------------|------------|
| <b>Post</b>                   | Head of Regeneration and Policy  |           |             |            |
| <b>Base Salary Grade</b>      | Point One  | Point Two | Point Three | Point Four |
|                               | £61,857  | £62,630   | £63,413     | £64,206    |
| <b>Pension Contribution</b>   | 7.2%   |           |             |            |
| <b>Election Fees</b>          | If appointed to a formal role as part of any election, fees would be paid in respect of the specific duties undertaken.  |           |             |            |
| <b>Expenses</b>               | Travel and other expenses reimbursed through normal council procedures   |           |             |            |
| <b>Bonuses</b>                | The terms within the Contract of employment do not provide for the payment of any bonus  |           |             |            |
| <b>Honoraria</b>              | Honoraria payments do not apply to this post.  |           |             |            |
| <b>Ex-Gratia Payments</b>     | There are no plans for this post to receive an ex-gratia payments  |           |             |            |
| <b>Severance Arrangements</b> | The Council's normal policy in relation to redundancy and early retirement apply to this post. The arrangements are the same for all employees of the Council. |           |             |            |

## Policy on other aspects of Chief Officer Remuneration

| Activities  | Arrangements / Council Policy   |
|---|---|
| <b>Recruitment</b>  | The post will be advertised and any appointment made at the approved salary for the post, unless there is good reason that the Council will not be able to secure the appointment at that level and unless there is good evidence that a successful appointment of a person with the required skills, knowledge, experience, abilities and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the remuneration package is appropriate under the Council's policy and any variation will be approved through the appropriate Council decision making process. |
| <b>Progression within Pay Grade</b>                           | The Council will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. The Council will also apply any pay increases that are as a result of Council decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.   |
| <b>Additions to Pay</b>                                       | The Council will not make any payments beyond those defined in the contract of employment   |
| <b>Performance Related Pay</b>                                | The Council does not operate performance related pay  |
| <b>Earn – Back<br/>(Withholding an element of Basic Pay))</b> | The Council does not operate an earn-back pay scheme<br><br>The system of performance management is sufficiently robust to ensure high levels of performance from its senior officers. Any areas of under-performance are addressed rigorously.   |
| <b>Re-employment</b>  | The Council does not currently have a policy in relation to the re-employment of officers who were previously employed by the Council and who, on ceasing to be employed, were in receipt of a severance or redundancy payment, or who are in receipt of a pension under the Local Government Pension Scheme.   |

| SCP |         | Annual<br>£ | Monthly<br>£ | Hourly<br>£ |
|-----|---------|-------------|--------------|-------------|
| 4   | GRADE 1 | 12145       | 1012.08      | 6.2951      |
| 5   |         | 12312       | 1026.00      | 6.3816      |
| 6   |         | 12489       | 1040.75      | 6.4734      |
| 7   |         | 12787       | 1065.58      | 6.6278      |
| 8   | GRADE 2 | 13189       | 1099.08      | 6.8362      |
| 9   |         | 13589       | 1132.42      | 7.0435      |
| 10  |         | 13874       | 1156.17      | 7.1913      |
| 11  |         | 14733       | 1227.75      | 7.6365      |
| 12  |         | 15039       | 1253.25      | 7.7951      |
| 13  |         | 15444       | 1287.00      | 8.0050      |
| 14  |         | 15725       | 1310.42      | 8.1507      |
| 15  |         | 16054       | 1337.83      | 8.3212      |
| 16  | GRADE 3 | 16440       | 1370.00      | 8.5213      |
| 17  |         | 16830       | 1402.50      | 8.7234      |
| 18  |         | 17161       | 1430.08      | 8.8950      |
| 19  |         | 17802       | 1483.50      | 9.2272      |
| 20  |         | 18453       | 1537.75      | 9.5647      |
| 21  |         | 19126       | 1593.83      | 9.9135      |
| 22  |         | 19621       | 1635.08      | 10.1701     |
| 23  |         | 20198       | 1683.17      | 10.4692     |
| 24  |         | 20858       | 1738.17      | 10.8113     |
| 25  |         | GRADE 4     | 21519        | 1793.25     |
| 26  | 22221   |             | 1851.75      | 11.5177     |
| 27  | 22958   |             | 1913.17      | 11.8997     |
| 28  | 23708   |             | 1975.67      | 12.2885     |
| 29  | 24646   |             | 2053.83      | 12.7747     |
| 30  | 25472   |             | 2122.67      | 13.2028     |
| 31  | 26276   |             | 2189.67      | 13.6195     |
| 32  | 27052   |             | 2254.33      | 14.0218     |
| 33  | GRADE 5 | 27849       | 2320.75      | 14.4349     |
| 34  |         | 28636       | 2386.33      | 14.8428     |
| 35  |         | 29236       | 2436.33      | 15.1538     |
| 36  |         | 30011       | 2500.92      | 15.5555     |
| 37  | GRADE 6 | 30851       | 2570.92      | 15.9909     |
| 38  |         | 31754       | 2646.17      | 16.4589     |
| 39  |         | 32800       | 2733.33      | 17.0011     |
| 40  |         | 33661       | 2805.08      | 17.4474     |
| 41  | GRADE 7 | 34549       | 2879.08      | 17.9077     |
| 42  |         | 35430       | 2952.50      | 18.3643     |
| 43  |         | 36313       | 3026.08      | 18.8220     |
| 44  |         | 37206       | 3100.50      | 19.2849     |
| 45  | GRADE 8 | 38042       | 3170.17      | 19.7182     |
| 46  |         | 38961       | 3246.75      | 20.1945     |
| 47  |         | 39855       | 3321.25      | 20.6579     |
| 48  |         | 40741       | 3395.08      | 21.1171     |
| 49  | GRADE 9 | 41616       | 3468.00      | 21.5707     |
| 50  |         | 42498       | 3541.50      | 22.0278     |
| 51  |         | 43392       | 3616.00      | 22.4912     |
| 52  |         | 44303       | 3691.92      | 22.9634     |
| 53  |         | 45106       | 3758.83      | 23.3796     |

| Annual<br>£ | Monthly<br>£ | Hourly<br>£ |
|-------------|--------------|-------------|
| 13618       | 1134.83      | 7.0780      |
| 14457       | 1204.75      | 7.5140      |
| 15902       | 1325.17      | 8.2651      |
| 16008       | 1334.00      | 8.3202      |
| 19572       | 1631.00      | 10.1726     |
| 20141       | 1678.42      | 10.4683     |
| 20697       | 1724.75      | 10.7573     |
| 21266       | 1772.17      | 11.0530     |
| 21457       | 1788.08      | 11.1523     |
| 22034       | 1836.17      | 11.4522     |
| 22583       | 1881.92      | 11.7375     |
| 22892       | 1907.67      | 11.8981     |
| 23469       | 1955.75      | 12.1980     |

|     |                        | Annual<br>£ | Monthly<br>£ | Hourly<br>£ |
|-----|------------------------|-------------|--------------|-------------|
| FH1 | Head of Service        | 54824       | 4568.67      | 28.4167     |
| 1   |                        | 61857       | 5154.75      | 32.0621     |
| 2   |                        | 62630       | 5219.17      | 32.4628     |
| 3   |                        | 63413       | 5284.42      | 32.8686     |
| 4   | Deputy Chief Executive | 64206       | 5350.50      | 33.2797     |
| 1   |                        | 77321       | 6443.42      | 40.0775     |
| 2   |                        | 78300       | 6525.00      | 40.5850     |
| 3   |                        | 79291       | 6607.58      | 41.0986     |
| 4   |                        | 80294       | 6691.17      | 41.6185     |
|     | Chief Executive        | 107060      | 8921.67      | 55.4920     |