

Report to Council

Agenda
Item:

21

Meeting Date: 7th March 2017
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: PAY POLICY STATEMENT 2017/18
Report of: Chief Finance Officer
Report Number: RD.57/16

Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy Statement for 2017/18 is attached to this report for Members approval.

Recommendations:

The Council approves the 2017/18 Policy Statement on Chief Officers' Pay.

Tracking

Employment Panel:	1st February 2017
Overview and Scrutiny:	Not applicable
Council:	7th March 2017

Report to Employment Panel

Agenda
Item:

Meeting Date: 1st February 2017
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Title: PAY POLICY STATEMENT 2017/18
Report of: Chief Finance Officer
Report Number: RD52/16

Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy for 2017/18 is attached to this report for Members approval.

Recommendations:

The Employment Panel approves the 2017/18 Policy Statement on Chief Officers' Pay, for recommendation to Council on 7th March 2017.

Tracking

Employment Panel:	1st February 2017
Overview and Scrutiny:	Not applicable
Council:	7th March 2017

1. BACKGROUND

1.1 The Localism Act 2011 (Sections 38 to 43) introduced a requirement on all English and Welsh authorities to produce and review a pay policy statement for Chief Executives and Chief Officers for 2012/13 and for each subsequent financial year.

1.2 The pay policy must set out the council's policies in relation to:

- the remuneration of its chief officers;
- the remuneration of its lowest-paid employees, and
- the relationship between –
 - the remuneration of its chief officers, and
 - the remuneration of its employees who are not chief officers.

1.3 The definition of 'lowest paid employees' must be stated along with the reasoning behind adopting that definition. Policies in respect of chief officers must also be included relating to:

- the levels and elements of remuneration;
- remuneration on recruitment;
- increases and additions to remuneration;
- the use of performance related pay;
- the use of bonuses;
- the approach to any payments on their ceasing to hold office under or to be employed by council.

1.4 It is approved annually by full Council as recommended by the Employment Panel. Approval must be before the end of the 31 March immediately preceding the financial year to which it relates but may be amended during the year if need be, subject to Council approval.

2. PAY POLICY STATEMENT 2017/18

2.1 The definition of 'chief officers' includes the Chief Executive, Deputy Chief Executive and Corporate Directors. The Statement attached to this report, detailing the pay and associated benefits for Chief Officers, has been amended where necessary for 2017/18 which is now subject to the approval of full Council, as recommended by the Employment Panel.

2.2 The salary for all Chief Officers has been amended to reflect the review of service in October 2016 and the Chief Officers Pay Agreement 2016/18 announced in March

2016 equating to a 1% increase effective from 1st April 2016. Please note a further 1% increase will be due in April 2017.

3. CONSULTATION

3.1 None

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

4.1 The Employment Panel approves the 2017/18 Policy Statement on Chief Officers' Pay for recommendation to Council on 7th March 2017.

The Statement meets the requirements of the Localism Act. Under the Council's Constitution, the Employment Panel is responsible for recommending to Council matters relating to pay and employment conditions.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

5.1 The Policy Statement on Chief Officers Pay exists to provide Members and the general public with a transparent framework in which Chief Officers are paid and rewarded for their work and instil confidence in the public.

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Appendices **Appendix – Pay Policy Statement 2017/18 for Chief Officers attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's – Not applicable

Economic Development – Not applicable

Governance – S38 of the Localism Act 2011 requires that we must publish each year a pay policy statement setting out our policies relating to:

- The remuneration of Chief Officers
- The remuneration of our lowest paid officers

- The relationship between the remuneration of the Chief Officers and employees that are not Chief Officers.

The Policy must state our definition of 'lowest paid employees' together with our reasoning and it has to explain:

- CO levels on appointment/progression and increases and additions
- Performance related pay
- Bonuses
- Payment on ceasing to hold office

The Policy must be published in a manner deemed by the Council to be appropriate and this includes publication on the authority's website.

Local Environment – Not applicable

Resources – Not applicable

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PAY POLICY STATEMENT 2017/18

FOR CHIEF OFFICERS

CARLISLE CITY COUNCIL

PAY POLICY STATEMENT FOR CHIEF OFFICERS

1 Introduction and Purpose

- 1.1 This pay policy statement sets out Carlisle City Council's approach to Chief Officers pay in accordance with the requirements of section 38 to 43 of the Localism Act 2011.
- 1.2 The purpose of this 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 employees i.e. 'chief officers' as determined by relevant legislation;
 - the detail and level of remuneration of the lowest paid employees'
 - the relationship between the remuneration for highest and lowest paid employees;
 - the Panel responsible for ensuring that the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.
- 1.3 Once approved by the full Council, this policy 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 the time. Where amendments are required during the year, these will be subject to approval by full Council.

2 Aims and principles

- 2.1 Carlisle City Council's aim to offer a remuneration package which is fair and equitable, complies with all the relevant legislation, enables it to attract and retain quality staff that will achieve its strategic and operational objectives and is underpinned by the need to achieve value for money having regard to its financial restraints.

3 Definitions

The Council's Senior Employees are those which fall under the definition of 'chief officers' as contained within section 43 of the Localism Act 2011. The posts within Carlisle City Council that are classified as *Chief Officers* are the Chief Executive, Deputy Chief Executive and Corporate Directors.

Please note that the Chief Finance Officer is the statutory Chief Officer appointed to section 151 of the Local Government Act 1972 but not a 'Chief Officer' for the purpose of the City Council's internal staffing structure.

Lowest paid employees are those on grade A (£16,302) per year in April 2017 (subject to any pay award agreed for 2017/18)). The Council uses this definition as it is the nearest

equivalent to the old 'manual' grades which existed before job evaluation was used to determine pay and before Single Status was implemented. Jobs at this level are relatively straight forward, quick to learn and require limited pre-existing knowledge.

Employment Panel is a politically balanced (reflecting the balance of the different parties that make up the Council) group of Councillors who are responsible for recommending to Council pay and conditions for employees.

Multiplier is the ratio of pay between chief officers and other employees (at full time equivalent rates) i.e. the pay for the chief officer divided by that for the lower paid employees.

4 Pay Structure

- 4.1 The Pay Structure and pay related allowances for all employees below Chief Officer level (except apprentices and any employee on a "permitted work" scheme) is detailed in the document *Pay Policy and Arrangements* which was approved by Council initially in November 2009, following extensive consultation with staff, updated in December 2013 to implement the Living Wage increase with regular updates to reflect increases to the foundation living wage and national pay awards. The most recent updates took place in March and May 2016 to reflect the national pay awards of 1% per year to Chief Executives, Chief Officers and staff to cover years 2016-2018. It is a local pay and grading structure which uses some of the nationally negotiated pay spines configured into local pay grades. Nationally negotiated cost of living awards are applied to those spine points that form part of the local pay structure.
- 4.2 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. The document *Pay Policy and Arrangements* details these.

5 Senior Management Remuneration

- 5.1 Terms of employment for chief officers in Carlisle City Council are derived from a number of sources:
- pay rates determined by Carlisle City Council;
 - cost of living awards as negotiated nationally between the Local Government Employers Organisation and the recognised trade unions and applied to existing pay grades;
 - nationally negotiated terms and conditions of employment for Chief Officers and Chief Executives as appropriate;
 - policies determined and approved locally by Carlisle City Council.

6 Responsibility for determining pay and allowances

- 6.1 The Employment Panel is responsible for proposing the pay and grading structure to Council.

- 6.2 In the case of senior officers' pay, the Employment Panel seek advice from a suitably experienced external organisation such as North West Employers Organisation (NWEO) to inform their recommendations.
- 6.3 Pay rates (including car allowances) for the Town Clerk and Chief Executive are reviewed each time the job is vacant, and may be reviewed between these periods on a decision by the Chair of the Employment Panel following a request from the post holder. A review can result in the pay remaining the same, an increase or a decrease. Market rates for District Councils form the basis of any review. The pay rate is a single pay point, within a three point salary band, and determined on appointment by the Employment Panel and is based on experience of the successful candidate.
- 6.4 In the case of the other Chief Officer posts, these are reviewed when organisational structural changes take place and use the Local Authority Senior Staff job evaluation scheme to determine the rank order, and market rates for a District Council to set the pay grade. The pay grades consist of three pay points. These pay points were reviewed in October 2016 with increases made to reflect the market and changes to Senior Management Structures.
- 6.5 Table 1, paragraph 10, gives current pay rates.

7 Elements of the remuneration package for senior officers

- 7.1 This is made up of
- actual pay as determined by the Council
 - car allowance of 9.09% of salary or participation in the Chief Executive or Chief Officer Car Lease Scheme to the same value
- 7.2 Pay for the Town Clerk and Chief Executive consists of three pay point within a salary band plus car allowance as detailed above. This rate includes returning officer duties for elections relating to Carlisle City Council. Fees for election duties for other elections (County Council, national and European elections) are paid as an additional sum at the rate prescribed by government as and when each election occurs. The pay point may be reviewed on a decision by the Chair of the Employment Panel, following a request from the post holder.
- 7.3 Pay for the Deputy Chief Executive and Corporate Directors consists of three point scales and, subject to satisfactory performance, the officer progresses through the grade on an annual basis until the top of the grade is reached, in line with national conditions. A car allowance, as detailed above is also paid.
- 7.4 No bonuses, profit related pay or other allowances are paid as part of the regular pay. Honoraria for undertaking additional duties are only paid if the additional duties are significant.
- 7.5 The designation of the Monitoring Officer currently sits with the Corporate Director of Governance and Regulatory Services. The Monitoring Officer is paid on the normal salary for

a Chief Officer.

- 7.6 The designation of the Section 151 Officer currently sits with the Chief Finance Officer. The S151 Officer is paid on the normal salary for a grade M employee with an additional 12% in recognition of additional duties incurred following the SMT review in October 2016 and their particular statutory responsibilities.

8 Chief Executive and Chief Officers' Recruitment

- 8.1 Details of the appointment process for Chief Officers and Chief Executive are set out in the Council's constitution. Recruitment is the responsibility of the Employment Panel to recommend the successful candidate to full Council for approval.
- 8.2 In the case of the Chief Executive, the Employment Panel determines the salary and takes into account the experience of the successful candidate.
- 8.3 In the case of the Deputy Chief Executive and Corporate Directors, starting salary is normally the bottom point of their grade unless there are good reasons to pay at a higher point in the scale to secure the best candidate. Such a decision is made by the Employment Panel.
- 8.4 Return of Chief Officers or Chief Executive to local government after redundancy or early release. The same principle applies to all recruitment and any appointment is made on merit, regardless of whether the candidate has been made redundant or given early release in former employment. The provisions of the Redundancy Payments Modification Order would be applied in that if return to local government occurred within a month of redundancy, the redundancy payment would be forfeited. Cumbria County Council, as the administering body for the pension scheme operated by Carlisle City Council, implements 'abatement' which means that if pension plus earnings in the new job is greater than earnings prior to leaving the pension is reduced accordingly.

The Government has concluded its consultation on the repayment of Public Sector exit payments and further legislation regarding such payments is expected to be implemented in 2017. The Council will amend policies and processes as required to adhere to changes made.

- 8.5 Interim Support. Where the Council has need for interim support to cover work at Chief Officer or Chief Executive level, the Council will endeavor to identify, as a priority, internal candidates to provide appropriate interim support. Where there is no-one suitable within the Council, it will make use of agencies to recommend suitable candidates from which to select the most suitable. Selection will be in line with the appointment process for senior officers unless support is required too quickly to make this possible, when it will be reported to Council at the earliest opportunity. The services of the successful interim will be engaged by either:
- On an agency basis where the person is employed by the agency *or*
 - On a self employed basis where the person meets the HMRC definition of 'self employed' *or*
 - Direct employment by the Council on a temporary contract.

Pay for temporary interim support will be at the required rate to secure a suitable candidate bearing in mind the temporary nature of the work, value for money, salaries within the Council and budgetary considerations.

At the date of this policy Statement, the Council has no temporary or interim support at Chief Officer level.

9 Other aspects of remuneration

- 9.1 Termination Payments – the Council's policy on termination payments in the event of redundancy or early release in the interests of the service (ERS) apply to all employees, irrespective of level in the organisation. Full details are given in the document *Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures*

In summary, the discretionary redundancy payments are 2.5 times the statutory redundancy payment but based on actual weeks pay, with the option to convert the sum above the statutory redundancy payment to additional pension. Compensatory payments are not normally paid in the cases of early retirement in the interests of efficiency unless there is a strong business case for doing so in a particular situation. Where payments are made, these are equivalent to 1.5 times the statutory redundancy payment that would have applied had the officer been made redundant with the option to convert this to additional pension.

Dismissal of the Chief Executive and Chief Officers (including redundancy and early release) are made by Council on the recommendation of the Employment Panel. This will also include that of the Chief Finance Officer due to the inclusion of the Section 151 role.

The Government has concluded its consultation on the financial caps to exit payments of Public Sector employees and further legislation regarding such payments is expected to be implemented in 2017. The Council will amend policies and processes as required to adhere to changes made.

- 9.2 Flexible Retirement. The policy on flexible retirement applies to all employees alike and details are covered in the document *Flexible Retirement Policy Guidance Notes and Procedures*. In summary, flexible retirement (with pension) is agreed if it is supported by a business case. Hours must be reduced by a minimum of 20% and/or move to an alternative post of at least one grade reduction. Earnings plus pension after flexible retirement must not be more than earnings before it.
- 9.3 Pension. Where employees exercise 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 to that employee. The contribution rate is set by Actuaries advising Cumbria County Council Pension fund and reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The current rate is 13.6%, but the provisional results of the 2016

triennial revaluation of the pension fund indicates an increase in contribution rates to 15.6% effective from 1st April 2017. The employee contribution rates are defined by statute and relate to the salary level of that employee.

Carlisle City Council applies the discretions given to them as an employer under the Local Government Pensions Regulations to all employees on the same basis.

10 Senior Officers pay and its relation to that of other employees

10.1 All aspects of other employees' pay and related benefits are detailed in the document *Pay Policy and Arrangements*.

10.2 Table one, below, shows details of senior officer's current pay and the relationship to other staff's pay. The salary for the Chief Executive, Deputy Chief Executive and the other Chief Officers has been amended to reflect the Chief Executive/Chief Officers' Pay Agreement announced in May 2016 which equated to a 1% increase effective from April 2016 and the additional changes to reflect the market and structure changes made in October 2016.

TABLE 1: Senior Officers' pay and its relationship with others

Position	£ Pay per year	Car Allowance	£ Total pay + car allowance per year	Ratio to median pay (note 1)	Ratio to lowest paid staff (note 2)
Town Clerk & Chief Executive	3 points in the range: - 99,555 - 101,550 - 105,507	9.09% of salary	-108,605 - 110,781 - 115,098	- 5.0:1 - 5.1:1 - 5.3:1	- 6.7:1 - 6.8:1 - 7.1:1
Deputy Chief Executive	3 points in the range: - 76,797 - 80,637 - 84,477	9.09% of salary	- 83,778 - 87,967 - 92,156	- 3.9:1 - 4.0:1 - 4.2:1	- 5.1:1 - 5.4:1 - 5.7:1
Corporate Directors	3 points in the range: - 62,200 - 65,457 - 68,714	9.09% of salary	- 67,854 - 71,407 - 74,960	- 3.1:1 - 3.3:1 - 3.4:1	- 4.2:1 - 4.4:1 - 4.6:1

Note 1 - £21,745 per year for a full time employee

Note 2 - Grade A staff – £16,302 per year for a full time employee.

The ratio between the Chief Executive pay and other Corporate Directors (at the top of the grade) is as follows:

Deputy Chief Executive	1.25:1
Corporate Directors	1.54:1

- 10.3 Carlisle City Council aims to keep the multipliers for median pay and lowest paid staff approximately the same in future years.

EXCERPT FROM THE MINUTES OF THE EMPLOYMENT PANEL HELD ON 1 FEBRUARY 2017

EMP.05/17 PAY POLICY STATEMENT 2017/18

The Legal Services Manager advised that although the Chief Finance Officer was a Statutory Chief Officer the role was specified in the Constitution not to be a chief officer for the purposes of the internal staffing structure. The Chief Finance Officer could, therefore, remain to present the report.

The Chief Finance Officer presented report RD.52/16 which contained the Pay Policy Statement 2017/18 for Chief Officers.

The Chief Finance Officer reported that the Localism Act 2011 required all English and Welsh Authorities to produce and review a pay policy statement for the Chief Executive and Chief Officers for 2012/13 and for each subsequent financial year.

The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been amended where necessary for 2017/18 and was subject to the approval of full Council. The salary for all Chief Officers had been amended to reflect the review of service in October 2016 and the Chief Officers Pay Agreement 2016/18 announced in March 2016.

Officers clarified for Members how the authority evaluated the Chief Officer roles, the robustness of the Chief Officer job descriptions and some of the legislation that determined the wording within the Policy Statement. Officers also outlined how members of the public could access the Policy Statement.

The Panel discussed the Statement and asked that section 8.5 of the Statement be amended to emphasise that the Council would initially seek to identify an internal candidate to cover work at Chief Officer or Chief Executive level on an interim basis.

RESOLVED – That the 2017/18 Policy Statement on Chief Officers' Pay, with an amendment to Section 8.5 as detailed above, be recommended to Council for approval.