

## Brighton & Hove City Council Pay Policy Statement 2012/13

### 1 Aim

Brighton & Hove City Council wants to ensure that the City and its residents receive high quality services and excellent value for money. In the context of managing scarce resources, pay levels need to be set at a level that will enable the council to attract and retain high calibre individuals without being overly generous or imprudent with public funds.

To achieve this the council requires a workforce at all levels that is conscientious, professional and reliable and which has the relevant up-to-date skills and knowledge to deliver a high quality service to the residents of and visitors to Brighton and Hove.

The council depends on a high calibre senior management team able to provide leadership and to work in close partnership with other private, public and voluntary agencies across the City. The senior team need to work with partners to assess and understand the level of need across the City and to commission and deliver services. At the same time they need to be able to lead change programmes and reduce costs to deliver better outcomes for customers. An innovative, skilled and experienced workforce is vital to the delivery of our vision and this is at the heart of our pay policy. This principle applies from the lowest to highest paid employee.

Whilst recognising the market rates for pay, the council seeks to ensure pay policies that are based on fairness and equality and allow the workforce to live healthy and happy lives. The council has introduced a 'Living Wage' and is working to reduce the pay gap between the highest and the lowest paid. The median pay for the council's Chief Officers is 3.17 times the median pay of all employees who are not Chief Officers. (\*This is based on the 12 month period to February 2012.)

### 2 Scope

This document complies with our statutory responsibility to produce a pay policy statement annually pursuant to s38(1) of the Localism Act 2011. This policy statement requires approval by a full council meeting. The council wishes to ensure that local taxpayers are able to take an informed view on all aspects of the council's remuneration arrangements and the pay policy statement will be published on the council's website.

This policy statement applies to all employees of the council and 'casual workers', except for those staff based in schools.

### **3 Definitions**

Brighton & Hove City Council defines its lowest paid employees as those who are paid on the lowest spinal column point of our grading structure. A full time post is based on a 37 hour week. This is our local 'Living Wage' and is applied to casual workers as well as employees. Chief Officers are defined as those who report directly to the Chief Executive. In Brighton & Hove these are currently the Strategic Directors and Heads of Delivery Units. Those who report to these posts, for the purpose of this policy statement, are also defined as Chief Officers.

#### **Senior Structure**

For the purposes of this pay policy statement the Strategic Leadership Board comprises the Chief Executive, four Strategic Directors, the Director of Finance, and the Director of Adult Social Services (DASS)/Lead Commissioner for Adult Social Care and Health.

The Corporate Management Team comprises the members of the Strategic Leadership Board, the other Lead Commissioners, the Heads of Delivery Units and the Heads of Resource Units. ([LINK to structure chart.](#))

#### **National Pay and Conditions**

There are a number of national agreements produced through collective bargaining arrangements for different groups of local government staff. The main negotiating bodies relevant to our workforce and their scope are listed below. Brighton & Hove City Council operates these national conditions as amended by local agreements.

The National Joint Council (NJC) for Local Government Services negotiates collective agreements on pay and conditions for local authority employees who are not covered by other specialist negotiating bodies (eg teachers).

The Joint Negotiating Committee for Chief Officers of Local Authorities (JNC) covers the pay and conditions for Chief Officers.

The Soulbury Committee negotiates the pay and conditions for advisory staff in local education authorities (LEAs), such as: educational improvement professionals (previously advisers and inspectors) or educational psychologists.

The Joint Negotiating Committee for Youth and Community Workers covers the pay and conditions of youth and community workers.

## **4 Governance**

The Council's Governance Committee<sup>1</sup> is responsible for setting policy on pay and conditions of employment. Brighton & Hove City Council has adopted the National Joint Council terms and conditions for local authority staff. Chief Officers, including the Chief Executive, are similarly employed on nationally negotiated JNC or NJC terms and conditions but their pay is determined locally.

Where it is proposed to offer a salary package of £100,000 or more full council will have the opportunity to vote on the salary package prior to the appointment being made.

The relevant sub-committee or the Chief Executive makes the appointment of staff in accordance with the Officer Employment Procedure Rules. The Council's Recruitment and Remuneration Panel is responsible for advising on appointments, including the remuneration, to posts that attract the JNC conditions of service and advising on pay policy ([LINK to Constitution](#)).

## **5 Grading Structure**

The council uses a recognised, analytical job evaluation scheme to ensure there is an objective process for determining the relative size of jobs and thus allocating jobs to the appropriate grade. This is used for all posts, apart from those of the Chief Executive and Strategic Directors and staff employed on Soulbury and Youth Worker conditions of service. Our current pay and grading structure was implemented during 2010 and our new minimum spinal column point was set at the level of the Council's 'Living Wage' with effect 1<sup>st</sup> September 2011.

## **6 Progression**

All posts, apart from that of the Chief Executive, Strategic Directors and the Director of Finance, are employed on grades containing spinal column points. Employees progress through their grade each year, rising by one incremental point, subject to satisfactory performance until reaching the maximum point of the grade. Pay awards for NJC and JNC staff are negotiated nationally. ([LINK to NJC and JNC grades.](#)) Where a member of staff is the subject of formal disciplinary and capability processes, increments may be withheld.

Employees may be accelerated up the pay grade by a maximum of two spinal column points to recognise exceptional performance. [LINK to Additional Payments Policy](#)

<sup>1</sup> As from May 2012 it is expected that this function will be discharged by Policy and Resources Committee.

## **7 Remuneration on Appointment**

Staff are usually appointed on the minimum spinal column point of the grade. However, where there are difficulties recruiting to a post or where an individual can demonstrate significant valuable previous experience, appointment may be agreed at a higher spinal column point within the grade.

The Council's Recruitment and Remuneration Panel is responsible for advising the Chief Executive on the appropriate starting salary for any new JNC appointments.

## **8 Chief Executive**

The Chief Executive's salary is set to ensure that it is competitive when compared to roles of a similar size and complexity elsewhere and with regard to the challenges, additional hours and working arrangements required to achieve the requirements of the role. The salary is on a single fixed salary point.

The Chief Executive is entitled to receive a fee as set by the Central Government for acting as the local returning officer for elections. ([LINK to actual earnings and earnings forecast for 2012/13](#))

The Chief Executive will be reimbursed the cost of one professional association fee in addition to the membership fee of one local authority association relevant to the duties and responsibilities inherent in the role.

## **9 Strategic Directors**

The pay and grading of Strategic Directors is determined by the requirements of the role and by reference to the labour market for roles of a similar size and complexity. They are on a single fixed salary point. Nationally negotiated cost of living awards are applied.

Strategic Directors are entitled to be reimbursed the cost of one professional association fee in addition to the membership fee of one local authority association relevant to the duties and responsibilities inherent their role. ([LINK to actual earnings and earnings forecast for 2012/13](#))

## **10 Corporate Management Team (excluding Strategic Directors)**

As part of the change to the Council's senior management structure in 2010, the Council commissioned the 'Local Government Employers' to undertake a review of the pay structure. This was to enable the council to attract and retain suitably skilled staff to transform the council's operating model to a commissioning based approach. The new pay structure for these posts places

the jobs at or just below the mid–market level when the salaries are compared to those paid by other similar local authorities for jobs of a similar size and complexity.

## **11 Additional Payments**

In order to ensure sufficient flexibility to reward staff who are undertaking additional responsibilities the Council’s policy on Additional Payments ([LINK](#)) provides for Acting Up Allowances or a one-off Honorarium Payment to be made in specific circumstances.

## **12 Market Supplements**

The Council may pay a market supplement where there are shortages of individuals with particular skills and experience.

## **13 Travel and Expenses**

Travel and Expenses may be reimbursed in accordance with the NJC policy limited to Band 2 for mileage expenses.

## **14 Annual Leave**

Annual leave entitlements vary according to the terms and conditions of employment. Annual leave entitlements are published on the Council’s website. ([LINK](#))

## **15 Pension Scheme**

Membership of the Local Government Pension Scheme is subject to the rules of the scheme and contribution rates are set by legislation ([LINK to Rates on ESCC website](#)). Where individuals are already in receipt of a local government pension they are subject to the rules on abatement of pension within the scheme.

## **16 Redundancy, Retirement and other Compensation Payments**

The council’s approach to dismissals on the grounds of redundancy or efficiency of the service and in the case of early retirement can be found in the following policies on our website: Redundancy, Retirement and other Compensation Payments policy statement and Retirement at Brighton & Hove.

In exceptional circumstances the council will agree to settle a claim or potential dispute upon the termination of employment by way of a compensation payment. This is agreed by the Head of Human Resources. In

the case of Chief Officers any such payment would also require the agreement of the Monitoring Officer and the Director of Finance. The District Auditor is consulted about any potential offers to Chief Officers.

#### **17 Remuneration of Staff – Contract for Services**

Individuals employed on a contract for services will be paid at a rate consistent with the pay of directly employed staff performing a comparable role and will consider where relevant, a premium to take into account any relevant market factors. It is the council's policy to minimise the use of consultants wherever possible.

#### **18 Remuneration of Staff – Publication of Information**

The council publishes details of staff earnings in accordance with legal requirements on transparency ([LINK](#)) together with the annual pay ratio between the highest paid salary and the median average salary of the whole workforce. Further information is contained in the Annual Report and Accounts ([LINK](#)) in accordance with the Audit of Accounts legislation.