

<b>Subject:</b>	<b>Pay Policy Statement 2014/15</b>		
<b>Date of Meeting:</b>	<b>20<sup>th</sup> March 2014</b> 27 <sup>th</sup> March 2014 – Full Council		
<b>Report of:</b>	<b>Executive Director of Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Matt Naish</b>	<b>Tel: 29-5088</b>
	<b>Email:</b>	<b>matt.naish@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The Localism Act 2011 requires local authorities to produce a pay policy statement to be approved by Council annually before the start of the financial year to which it relates. The aim is to increase accountability, transparency and fairness in the setting of local pay. These statements must set out the council's policies on a range of issues relating to the pay of its workforce, particularly its senior and lowest paid staff. The provisions in the Act do not seek to determine what decisions on pay should be taken or what policies should be in place, but require councils to be more open about their policies and how decisions are made
- 1.2 This report seeks approval of the Policy & Resources Committee to recommend to Council the attached pay policy statement for adoption from 1st April 2014

**2. RECOMMENDATIONS:**

- 2.1 That Policy & Resources Committee recommends to Council the adoption of the pay policy statement 2014/15 attached at Appendix A

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Localism Act 2011 requires local authorities to produce annual pay policy statements prior to the year to which they relate. Attached at Appendix A is the Council's third such statement. The council may amend its statement by resolution of Council if required during the year to which it relates. Schools' staff fall outside the scope of this legislation. Individual governing bodies are responsible for setting and updating their own Schools' Pay Policy each year.
- 3.2 Chief officers, for the purpose of this legislation, are those who report to the Chief Executive and those who report to posts reporting to the Chief Executive i.e. deputy chief officers.
- 3.3 The statement must provide a definition of lowest-paid employees adopted by the council for the purposes of the statement and it must include the council's policies relating to the remuneration of chief officers, payments to chief officers

on leaving and the publication of information on the remuneration of chief officers.

- 3.4 The Department for Communities and Local Government guidance, 'Openness and Accountability in Local Pay', states that Members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers the appropriate threshold to be £100,000. The 2014/15 statement continues the arrangements established for the 2013/2014 Statement which placed responsibility for advising on remuneration for such posts with the Appointments and Remuneration Panel.
- 3.5 Supplementary Guidance published in February 2013 recommends greater scrutiny and accountability for decisions made to offer large severance packages. Again the recommended threshold for Member involvement is set at £100,000 and states that all components of such packages e.g. pay in lieu of salary, redundancy payments, pension entitlements, holiday pay and any other fees or allowances are clearly set out. The attached pay policy statement provides that such cases will be referred to the Appointments and Remuneration Panel for consideration and recommendation to the Chief Executive. All other severance packages are considered and agreed by an officer compensation panel comprising the Head of Human Resources, the Monitoring Officer and the s151 Officer (or their delegates). The council's external auditors are also consulted about the value for money of any potential offers to Chief Officers.
- 3.6 The Act does not require specific numerical data on pay and reward to be published as part of a council's pay policy statement. However, the guidance suggests that consideration be given to how the pay policy statement fits with data on pay and reward that councils are already required to publish under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.
- 3.7 The Act requires authorities to explain what they think the relationship should be between the remuneration of its chief officers and its employees who are not chief officers. The pay multiple is calculated using the median pay of all employees within the scope of the Pay Policy Statement as a multiple of the Chief Executive's salary. This method is in line with the Hutton report on Fair Pay, which is referred to in the 'Openness and Accountability in Local Pay' guidance. The pay multiple will continue to be published on the Council's website.
- 3.8 The salary package for the Chief Executive remained the same in the past year. However the Living Wage for council employees will increase from £7.45 to £7.65 per hour with effect from 1<sup>st</sup> April 2014.
- 3.9 The pay policy statement provides links to our existing policies on redundancy, retirement and other compensation payments. These policies set out who is responsible for decisions on such payments. It is the council's policy that employees who accept a financial package on voluntary termination of their employment with the council are not re-employed or engaged as a self employed contractor or through an agency for a minimum period of two years.

- 3.10 The pay policy statement excludes all schools based staff including Headteachers.
- 3.11 The pay policy statement, when published on our website, will contain hyperlinks to related information.
- 3.12 The pay policy 2014/15 contains an additional paragraph (14) relating to the council's new allowance and expenses scheme for those employees on NJC terms and conditions. Additional detail is also given around the councils travel expenses scheme. These are the only changes since publication last year.
- 3.13 The pay multiple is calculated using the definition contained in the Code of Recommended Practice for Local Authorities on Data Transparency i.e. the ratio between the highest paid employee and the median salary of the whole of the authority's workforce (excluding school staff) was 6.1:1 for the last financial year.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The Pay Policy Statement is a statutory publication and we are therefore obliged to publish it. Consideration has been given to the levels of transparency contained within the report, but the conclusion reached is that the detail is in compliance with guidance issued on this subject.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The purpose of this pay policy statement is to provide transparency on how local decisions on pay are made

#### **6. CONCLUSION**

- 6.1 It is a requirement of the Localism Act 2011 that members are consulted prior to the publication of the Pay Policy Statement. It is therefore recommended that Policy and Resources approve this report and make the recommendation to members to approve the Pay Policy Statement 2014/15

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 7.1 The annual pay policy statement supports good governance and allows benchmarking comparisons with other local authorities to assess Value for Money. The pay assumptions within the budget for 2014/15 are consistent with this policy including provision for the Living Wage to increase to £7.65 per hour from 1st April 2014.

*Finance Officer Consulted: James Hengeveld – Head of Finance Date: 14/02/14*

##### Legal Implications:

- 7.2 The proposed Pay Policy Statement complies with the requirements of s38 Localism Act 2011 and has taken into account associated guidance. The proposed Statement is also consistent with existing Data Protection and

Employment legislation. As set out in the report, it is a requirement of the Localism Act that the Pay Policy Statement is approved by Full Council

*Lawyer Consulted: Elizabeth Culbert*

*Date: 30/01/2014*

Equalities Implications:

- 7.3 The publication of a pay policy statement increases transparency over pay and promotes fairness.

Sustainability Implications:

- 7.4 None

Any Other Significant Implications:

- 7.5 The pay policy statement provides local taxpayers with information on how the council makes local decisions on pay and thus provides greater openness and transparency to assist the public to assess value for money.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix 1 Other Significant Implications
2. Appendix 2 Pay Policy Statement 2014/15

### **Documents in Members' Rooms**

None

### **Background Documents**

1. The Localism Act 2011
2. Openness and accountability in local pay: Guidance under section 40 of the Localism Act
3. Openness and accountability in local pay: Guidance under section 40 of the Localism Act Supplementary Guidance February 2013
4. Code of Recommended Practice for Local Authorities on Data Transparency
5. Hutton Review of Fair Pay in the Public Sector 2011

**Other Significant Implications:**

Crime & Disorder Implications:

1.1 None

Risk and Opportunity Management Implications:

1.2 The provision of this pay policy statement provides greater transparency to enable the public to understand and challenge local decisions of pay and reward of the council's workforce.

Public Health Implications:

1.3 None

Corporate / Citywide Implications:

1.4 The pay policy statement provides local taxpayers with information on how the council makes local decisions on pay and thus provides greater openness and transparency to assist the public to assess value for money

## Brighton & Hove City Council Pay Policy Statement 2014/15

### 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 high quality services 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 that pay policies are based on fairness and equality and allow the workforce to live healthy and happy lives. The council has introduced the national 'Living Wage' and is working to reduce the pay gap between the highest and the lowest paid. The pay multiple between the Chief Executive and the median earnings of the rest of the workforce will be published annually on the council's website.

### 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 full council. 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.

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

### 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](#). This is the national 'Living Wage' and is applied to casual workers as well as employees. A full time post is based on a 37 hour week. Chief Officers are defined as those who report directly to the Chief Executive. In Brighton & Hove these are currently the members of the Executive Leadership Team. Those who report to the Executive Leadership Team, for the purpose of this policy statement, are also defined as Chief Officers.

## Senior Structure

For the purposes of this pay policy statement the Executive Leadership Team comprises the following posts; Chief Executive, Executive Director of Children's Services (DCS), Executive Director of Adult Social Services (DASS), Executive Director of Environment, Development & Housing, Executive Director Finance and Resources, Head of Law and Monitoring Officer, Assistant Chief Executive and Director of Public Health.

The Corporate Management Team comprises members of the Executive Leadership Team and those Heads of Service appointed on JNC conditions of service ([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 (e.g. 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) and educational psychologists.

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

## 4 Governance

The Policy & Resources Committee is responsible for setting policy on pay and conditions of employment within Brighton & Hove City Council. The council has adopted the National Joint Council terms and conditions for local authority staff as amended locally. Chief Officers, including the Chief Executive, are similarly employed on nationally negotiated JNC terms and conditions but their pay is determined locally.

The relevant sub-committee, committee or the Chief Executive makes the appointment of staff in accordance with the Officer Employment Procedure Rules. "The Council's Appointments and Remuneration Panel is responsible for advising on the remuneration applicable to;

- a) the permanent appointment of Executive Directors,
- b) any proposal to offer a permanent appointment with a salary package of £100,000 or more.

The Appointments and Remuneration Panel may also be consulted for its views in connection with the statement of pay policy. ([Link to Constitution](#)). The policy in respect of the remuneration of interims and consultants is set out under paragraph 17 below.

## **5 Grading Structure**

The council uses a recognised, analytical job evaluation scheme to ensure that 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 Executive Directors and staff employed on Soulbury and Youth Worker conditions of service. Our current pay and grading structure was implemented during 2010.

## **6 Progression**

All posts, apart from that of the Chief Executive and the Executive Directors are employed on grades containing spinal column points. Employees progress through their grade each year, rising by one incremental point, until reaching the maximum point of the grade. Pay awards for NJC and JNC staff are negotiated nationally. ([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](#).

## **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 Appointments and Remuneration Panel is responsible for advising the Chief Executive on the appropriate starting salary for any new permanent Executive Director appointments.

## **8 Chief Executive**

The Chief Executive's salary is set to ensure that it is competitive when compared to roles of 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 Ministry of Justice 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 Executive Directors**

The pay and grading of Executive 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.

Executive 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 2013/14](#))

## **10 Corporate Management Team (excluding Executive 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. 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](#) 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 proven shortages of individuals with particular skills and experience.

## **13 Travel and Expenses**

Where authorised to do so, employees are entitled to be reimbursed for mileage they incur whilst discharging their official duties. The rate of [reimbursement](#) will depend on the engine size of a car, other rates are applicable where motorbikes and bicycles are used for this purpose. Employees who have to use public transport to travel for their role are entitled to reclaim the costs of the transport under the council's expenses policies.

## **14 Working Pattern Allowances**

The council introduced a new allowance scheme for those employed on NJC terms and conditions on the 01 October 2013, these allowances reward employees who work outside the council's standard working week, which has been revised to be Monday to Friday between 6am to 8pm each day. Working outside of these standard times will attract an enhancement to the hourly rate. Details can be found in the in the Employee Rights & Responsibilities document.

## **15 Annual Leave**

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

## **16 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.

## **17 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 an officer panel comprised of the Head of Human Resources, the Monitoring Officer and the Executive Director Finance and Resources (or their delegates). In the case of Chief Officers or in cases where the proposed payment is £100,000 or more this will be referred to the Appointments and Remuneration Panel for consideration and recommendation to the Chief Executive. The District Auditor is also consulted about any potential offers to Chief Officers.

## **18 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 and the approval of the Chief Executive is required prior to any commitment to expenditure on consultants in excess of £10,000.

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

The council publishes details of [staff earnings](#) in accordance with legal requirements on transparency. Further information is contained in the [Annual Report and Accounts](#) in accordance with the Audit of Accounts legislation.