

PAY POLICY STATEMENT 2020 - 2021

1 Introduction and scope

This Pay Policy Statement is produced in accordance with the Localism Act 2011 and sets out Huntingdonshire District Council's position in relation to pay for its Senior Managers and lowest paid employees to demonstrate openness, accountability and value for money.

For Huntingdonshire District Council 'Chief Officer' applies to the Managing Director as Head of Paid Service, Directors, Assistant Directors, Heads of Service, the Monitoring Officer and Section 151 Officer.

This policy applies to those employed on Huntingdonshire District Council's terms and conditions of employment. It excludes TUPE'd employees as they remain on their existing terms and conditions.

This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2020.

2 Remuneration

When determining the pay and remuneration of all employees, Huntingdonshire District Council will comply with the Equality Act 2010.

Chief Officers

Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy.

Chief Executive/Managing Director

The Managing Director is the Council's Head of Paid Service. This salary is currently paid in line with the Council's pay scales grade MD £122,272 - £137,880. Under current arrangements, any change to the pay level of the role of MD needs to be agreed by the Leader. The salary will attract a cost of living increase.

Head of Paid Service appointments are approved by Full Council following the recommendation of such an appointment by a panel which must include the relevant Executive Councillor and appointment salary for this post will be within the pay grade MD.

The Head of Paid Service is additionally the Council's Returning Officer and Electoral Registration Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. Election fees are paid for these additional duties and they are paid separately to salary. The Managing Director is the Council's Returning Officer.

The fees for UK Parliamentary, European Parliamentary, Police and Crime Commissioner and national referendums are set by the Government and so does not constitute a cost to the Council. The fees for the County Council election are set by the County Council and the fees for the Combined Authority

Mayoral election are set by the Combined Authority. Fees for UK Parliamentary, European and District elections are pensionable. Fees for local elections are paid in accordance with a scale of fees and charges as agreed by Cambridgeshire Chief Executives. Other Officers, including Senior Officers in the scope of this policy, may receive additional payment for specific election duties.

Directors, Assistant Directors and Heads of Service

The salary scale is determined by the job-evaluated grade and any salary progression is subject to exceptional performance subject to affordability as outlined in the Councils Pay Policy.

The Council will apply a locally agreed cost of living pay award to the salaries. Terms and Conditions are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services with the exception of section 5.2 and 5.4, of part 2.

The Council's pay scales for these posts are locally agreed and as follows:

Directors

The salary scale is AD within the range £80,127 - £90,533.

Assistant Directors:

The salary is a spot salary on SM plus grade £74,181

Heads of Service

The salary scale is SM within the range of £61,396 to £69,721.

Section 151 Officer and Monitoring Officer

The post of the Council's Chief Finance (Section 151) Officer is paid an annual allowance of £5,000 in addition to their salary for these responsibilities.

The role of Monitoring Officer is undertaken by the joint Head of Legal, shared with Cambridge City Council and South Cambridgeshire District Council under the 3C shared services arrangement.

3 Remuneration of other employees

Terms and Conditions are in accordance with the NJC conditions of service for Local Government Services, with the exception of section 5.2, 5.4 part 2.

The pay spine used by the Council is locally agreed. Cost of Living is negotiated locally and therefore, the Council will apply any cost of living pay awards to the revised pay scales. Pay progression for employees is based on exceptional performance and affordability in line with the Council's Pay policy.

All posts are evaluated using the Inbucon evaluation scheme. Apprentices are paid above the statutory minimum National Apprenticeship Wage.

In the year up to 31 March 2020 our lowest scale point sits just above the National Living Wage and there is no differentiation between ages.

Attraction and Retention

The Council may in exceptional circumstances and if a specific criteria is met pay additional payments to those roles where it has been identified that there is a difficulty to attract and retain staff. Any Market Rate Supplement that is paid to those specifically identified posts will require Director approval and subject to a review after a year in accordance with the Council's Pay Policy.

Business Mileage

Mileage costs are aligned to the HMRC benchmark rates.

Pay protection

In line with the Council's redundancy policy and in order to mitigate redundancy for employees at risk who accept a post that is one grade lower than their current grade, pay protection will apply for a period of one year (6 months full pay, 6 months half pay).

Lowest paid employees

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which as at 1st January 2020 had a salary of £15,998. Apprentices are not included within the definition of lowest paid employees.

Pay multiples

The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner (the person in the middle of all earners) has been recommended to support the principles of Fair Pay (Will Hutton 2011) and for transparency.

For the year 2020/21, the ratio of pay of the Managing Director to that of the median salary was 1:5:8 and to that of the mean salary is 1:4:9. It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

These multipliers are monitored each year.

4 Pay Comparisons

Details of the remuneration paid to all members of the Council Leadership Team can be found in the Council's annual statement of accounts.

5. Pension provisions

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the LGPS website.

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.

6. Severance provisions for all employees including Chief Officers

HDC Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and are the same for all staff unless they are protected by TUPE.

Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where an employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.

Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

7 Publication of pay data

In accordance with the requirements of the Local Government Transparency Code 2015 and the Localism Act 2011, this policy, along with the publication of Senior salaries can be found on the Council's website.

In line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which became effective 31st March 2017, the Council's Gender Pay Gap report can be found on the Council's website.

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2021/22 and will be submitted to Full Council for approval by 31 March 2021.

Should it be necessary to amend this 2020/21 Statement again during the year that it applies, an appropriate resolution will be made by Full Council.

January 2020