

PAY POLICY STATEMENT 2015 - 16

This Pay Policy Statement forms part of Huntingdonshire District Council's pay and reward strategy and provides information about the Council's policies relating to the pay and reward of chief officers and other employees, as required by sections 38-43 of the Localism Act 2011.

The Statement is available on the Council's website and contains hyperlinks to associated documents. The Council's website also includes separately published data on pay and reward for Senior Officers which can be accessed from this link:

<http://www.huntingdonshire.gov.uk/Councils%20and%20Democracy/Council/Council%20Finance/Pages/Chief%20Officer%20Salaries%20and%20Expenses.aspx>

Terms and conditions of employment – decision making

Terms and conditions for employees are a non-executive function and responsibilities for decisions on these matters are delegated by full Council to Employment Panel and Senior Officers Panel. Information about these Panels and our staff consultative body is listed below.

Employment Panel:

The Employment Panel is a committee of Councillors appointed by Full Council to consider matters to do with the general terms and conditions of employment. Its membership is representative of the political balance of the Council. The Panel meets four times per year and is supported by the Managing Director (Head of Paid Services) and other officers as required. Full constitutional arrangements can be found in the Council's Constitution, which can be accessed from this link:

<http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Democratic%20Services%20documents/Constitution.pdf>.

Senior Officers Panel:

The Senior Officers Panel is a committee of Councillors appointed by Full Council to consider matters to do with the appointment and termination of office of senior staff. The Panel meets as required and a Chair is elected during the first annual meeting of the Panel. Full constitutional arrangements can be found in the Council's Constitution.

Staff Council:

The Council places great emphasis on the value of strong employee consultation and engagement. The majority of staff are not in a trade union. The Council has established a staff consultative body which consists of up to 15 volunteer staff elected by staff – Staff Council. The Managing Director works with Staff Council representatives to address matters of staff interest and concern and to establish an agenda which is discussed during formal meetings with Members who are drawn from the Employment Panel. Staff Council is the body that undertakes collective bargaining and consultation on a formal basis. The Council also recognises that approximately 25% of the contracted workforce are members of Unison and maintains close contacts with this union as required. Terms of Reference for Staff Council can be accessed from this link:

<http://applications.huntsdc.gov.uk/moderngov/documents/s31400/Employment%20Panel%20-%202025.05.10%20-%20Terms%20of%20reference%20and%20constituation%20of%20the%20Employee%20Liaison%20Advisory%20Group%20final1.docAPPENDIX.pdf>

The Council's senior managers

The Council's employees are managed by one Managing Director, two Corporate Directors, six Heads of Service and a Corporate Team Manager. The position of Head of Paid Service is held by the Managing Director. The Managing Director holds the positions of Returning Officer and Electoral Registration Officer, s151 officer role is held by the Head of Resources and the Monitoring Officer is held by the Corporate Director, Services.

For the purposes of this Statement only, the Council has determined that the definition of the term "chief officer" in section 43 of the Localism Act includes the Managing Director post, two Corporate Directors, six Heads of Service and the Corporate Team Manager who all report directly to the Managing Director or Corporate Directors.

Basic salary

The current salary scales for the Managing Director, Corporate Directors, Heads of Service and Corporate Team Manager are shown in the table below.

Post	Grade	Minimum Grade Point (£)	Maximum Grade Point (£)
Managing Director	MD	117,500	132,500
Corporate Directors (x2)	AD	77,000	87,000
Heads of Service (x6)	SM	59,000	67,000
Corporate Team Manager (x1)	I	47,041	52,945

Payment of professional fees

Huntingdonshire District Council do not pay personal subscription fees for any professional bodies with the exception of the Section 151 Officer and Legal positions.

Other allowances

A range of other allowances are paid for employees undertaking specific duties. These include the Open Contact Allowance which is paid to a small number of employees and Standby allowances. These allowances are due to be reviewed in the coming financial year.

Short-term honorarium payments may be made for acting up or additional duties.

Expenses

The Council's expenses rates were endorsed by Employment Panel on 21st September 2011 and mileage costs are aligned to the HMRC benchmark rates. A review of Expenses and Allowances took place in 2014 and all allowances for subsistence have ceased.

Election fees

The Managing Director holds the positions of Returning Officer and Electoral Registration Officer. The salary for this post is inclusive of fees in respect of District Council elections. Additional fees may be payable for other elections, with fees for certain functions set by Statutory Instrument.

Other employees may receive additional payment for specific election duties according to scales set by the Returning Officer but derived from guidance from the Electoral Commission and similar guidance.

Salaries on recruitment/appointment

Salaries on appointment to all posts, including Chief Officer posts, are determined by their line managers, in accordance with the Council's Pay Policy.

This states that employees appointed to jobs within the Council will normally be appointed to the minimum point of the pay grade for the job.

In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum for doing the same or similar work and/or for having the same level of experience.

Salaries on appointment to the Managing Director post is currently set within the scale for Grade MD employees. The Managing Director was appointed on a salary of £125,000.

As required by guidance under section 40 of the Localism Act, full Council are given the opportunity to vote before large salary packages in excess of £100,000 are offered in respect of new appointments. This is likely to only apply to appointments to posts on Grade MD in the current pay structure, but will include any posts where salary packages (including salary, bonuses, fees, allowances and any benefits in kind) exceed £100,000. This £100,000 threshold will be amended if Government guidance changes.

Salary progression

Employees' salaries may be advanced within their grade in accordance with the Council's Pay Policy. This framework also sets out how salaries will be determined on promotion, regrading of current post to a higher grade, transfer or acting up (payment of honoraria).

Employees on fixed spot salaries such as those on short fixed-term contracts are not eligible for incremental progression.

Progression may be possible where an employee changes post or takes on additional responsibility.

Pension and pension entitlements

The employees within the scope of this Statement are entitled to join the Local Government Pension Scheme (LGPS). Employees contribute between 5.5% and 12.5% of their salary while the Council currently contributes 17.8% in respect of ongoing service.

Relationship to lowest paid employees

This Statement defines other employees, including "lowest-paid employees", as all other contracted employees of the Council. This excludes those employed on a casual or variable hours basis as they do not work under any terms and conditions other than receiving an hourly rate of pay and annual leave in line with the Council pay structure. There is no obligation on the Council to provide work, no guarantee of regular work and no obligation for the individual to accept any work offered. It is therefore considered that that these employees are a totally separate entity and their remuneration should not be compared with contracted employees.

The current highest total salary paid by the Council including allowances is £125,000 to the Managing Director. The maximum basic salary that could be paid is £132,500 at spinal column point 56 on the new MD grade.

The Hutton Review of Fair Pay in the Public Sector recommends that public sector organisations should publish pay multiples which should be calculated on the basis of all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind. Pay multiples comparing the current highest total salary and the maximum total salary against mean, median and lowest salaries are listed on the next page.

The mean basic FTE salary paid by the Council for posts filled by contracted employees at 1st April 2015 is £24,913.24.

The ratio between the mean FTE salary and the current highest total salary is 1:5. The ratio between the mean FTE salary and the maximum possible basic salary is 1:5.3

The median basic FTE salary is £20,648.00.

The ratio between the median basic FTE salary and the current highest total salary is 1:6.1. The ratio between the median basic FTE salary and the maximum possible basic salary is 1:6.4.

The lowest pay point on our new salary scales for contracted employees is £ £12,900.00, which is the minimum FTE starting salary for employees on spinal column point 1 (within Grade A).

The ratio between the lowest salary and the current highest salary is 1:9.7. The ratio between the lowest salary and the maximum possible salary is 1:10.3

The Hutton Review of Fair Pay in the public sector analysed whether a 20 to 1 pay multiple might be justified as promoting fairness in public sector pay. Hutton's Final Report concluded that this was not justified but that all public service organisations should publish their top to median pay multiples each year to allow the public to hold them to account. The Government has agreed with this type of approach.

In line with Hutton's recommendations, the Council does not have a policy to maintain or achieve a specific pay ratio between the highest and lowest paid employees but it will publish its pay multiples each year.

Re-engagement of ex Huntingdonshire District Council staff

All permanent or fixed term posts are advertised in accordance with the Council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the Council's procurement policies and the provisions for services.

The Council will not engage an ex chief officer of Huntingdonshire District Council (as defined in this Statement) outside of these arrangements and the Council will not usually re-employ or re-engage a person who has been made voluntarily redundant into a similar role any time in the future.

Receipt of Local Government Pension Scheme pension while employed

Employees aged 55 or over who are members of the Local Government Pension Scheme may apply to take flexible retirement where working hours or pay grade are reduced and pension benefits accrued prior to this point may be drawn down.

Applications from all officers, including Chief Officers, will be considered on merit and only agreed where there is no detrimental effect on the service. It is the Council's policy not to accept any such applications if there is a cost to the Council unless a business case can be made on economic grounds.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. If it should be necessary to amend this 2015/16 Statement during the year that it applies, an appropriate resolution will be made by Full Council. This statement will be submitted to Full Council for approval by 31st March 2015.

March 2015