



## Northampton Borough Council

### Pay Policy Statement 2016/17

#### **1.0 Introduction**

- 1.1 Northampton Borough Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to service of the public, but at the same time needs to avoid being unnecessarily generous or excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities, compete in the local market and deliver value for money for local taxpayers.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Council's ability to continue to attract and retain high calibre managers capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to retain its current high performance levels.
- 1.4 The Council is committed to ensuring that it is open and transparent about its pay policies and how pay decisions are made. This Pay Policy Statement fulfils the Council's statutory requirements under the Localism Act 2011 and was agreed by full Council on 7 March 2016.
- 1.5 The Council publishes information on all senior employees earning £50,000 or above. This information can be viewed in the open data pages of the Council's website.

#### **2.0 Scope**

- 2.1 This Pay Policy Statement applies to all employees covered by NBC local pay bargaining arrangements, which were introduced on 1 April 2015.

It sets out the Council's policies on:

- the remuneration of its Chief Officers;
- the remuneration of its lowest paid employees;
- the relationship between remuneration of Chief Officers and other officers; and other specific aspects of Chief Officer remuneration.



2.2 Remuneration in this context is defined widely and includes not just salary, but other elements of remuneration including expenses, bonuses, performance related pay and other contractual arrangements that include possible future severance payments.

2.3 For the purposes of the Pay Policy Statement, the term Chief Officer refers to the Chief Executive (Head of Paid Service), the Council's Monitoring Officer, Directors and Heads of Service.

### **3.0 Basic Pay Determination**

3.1 The pay grade and terms and conditions that are applied to each post are determined through the process of job evaluation. Both Hay and National Joint Council (NJC) schemes are used. The key principles underlying the application of job evaluation in the Borough Council are:

- Consistency of application to ensure fairness;
- Application by appropriately trained and experienced employees;
- Openness and transparency to ensure accessibility for employees and their representatives;
- Incorporation of the principle of equal pay for work of equal value.

3.2 The pay grade of posts on Hay terms and conditions, (notably the Monitoring Officer Directors and Heads of Service posts) will be in accordance with Senior Manager/Corporate Director pay grades on the locally agreed pay structures, which were established on 1 April 2015.

3.3 The pay grade of the rest of the workforce (all staff other than Chief Officers) will be in accordance with pay grades 1-11 on locally agreed pay structures, also established on 1 April 2015.

3.4 Starting salary for all appointments (new recruits, employees who transfer within the organisation and employees promoted) is the first point of the new grade. In exceptional circumstances (which must be demonstrated by a business case), starting salary above the minimum will be approved. This occurs in cases where it is necessary to meet an existing salary and the candidate can demonstrate a level of skill and experience that is comparable to existing employees who have progressed through the grade.

### **4.0 Chief Officer Pay (Senior Management Team)**

#### **4.1 Pay Scale**

Any increase to the senior pay group pay scale is locally negotiated on an annual basis. This covers posts in the top three tiers of the Council; that is, the Chief Executive, Monitoring Officer, Directors and Heads of Service.

#### **4.2 Additional elements of remuneration**

There are no other additional elements of remuneration in respect of overtime, flexi-leave, bank holiday working, standby payments for Chief Officers. Any duties



undertaken by Chief Officers outside of their contractual hours are without additional payment.

4.3 Bonuses are not paid to Chief Officers.

## 5.0 Decisions on Remuneration

### 5.1 Appointments and Appeals Committee

The Appointments and Appeals Committee comprises six members of the Council (of whom at least two are Cabinet members). In relation to appointments, the Appointment and Appeals Committee has the delegated authority to:

- (i) Recommend to the Council the appointment of the Chief Executive.
- (ii) To make appointments of other Chief Officers.
- (iii) To undertake all associated activities including agreeing job descriptions, person specifications, the interview process generally.

### 5.2 Decisions on remuneration are made as follows:

- a) Chief Executive Officer local pay level approved by Full Council;
- b) Director, Monitoring Officer and Head of Service local pay level approved by Appointments and Appeals Committee;
- c) Pay structure for all other posts approved by General Purposes Committee;
- d) Performance Progression Scheme in accordance with the locally agreed scheme, as approved by officers under existing delegated powers;
- e) Notwithstanding "a" to 'd' above, any salary packages of £100,000 or more requires Full Council approval. (A salary package includes salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment); and
- f) Notwithstanding "a" to "d" above or any other aspect of this Statement, any severance packages of £100,000 or more require Full Council approval. The components of a severance package may include salary paid in lieu, redundancy compensation, pension entitlements (excluding the capital value of any pension entitlement), holiday pay and any bonuses, fees or allowances paid).

### 5.3 Pay Award

Since 1 April 2015, cost of living increases in relation to all employees are determined locally, as the Council chose to withdraw from National Pay negotiation arrangements. The General Purposes Committee ratifies the level of increase, if any, to be applied to the published pay rates, by reference to the Council's performance against measurable targets and overall affordability. The pay rates will be updated as soon as negotiations are complete and Committee approval has been given each year.

### 5.4 Individual Salary Level – progression through the development points (Directors, Monitoring Officer, Heads of Service and all other staff below Head of Service level).



There is no automatic progression through the development points. Personal development in role may be recognised by the award of discretionary consolidated pay movements each year, in accordance with the locally agreed step values, through the grades. Awards may be considered only on completion of Personal Development Plan milestones and where contribution and competence have been suitably evidenced and assessed via the performance management scheme (appraisal).

#### 5.5 Additional Fees

Returning Officer duties – The role of Returning Officer is a statutory role which incurs personal responsibility and accountability which is separate from the Returning Officer's normal employment contract. The Returning Officer is paid a separate allowance for each election for which he/she is responsible. A scale of fees was agreed by the Council's Resources Committee for Borough and Parish Council elections in 1997, which increases in line with the Consumer Price Index (CPI). Separate Payments are made for Parliamentary, European, Police and Crime Commissioners Elections and national referenda are funded by central Government.

#### 5.6 Market Premium Payments

It is not the Council's normal policy to pay market supplements to Chief Officers. A Market Supplement Policy exists which relates to the rest of the workforce.

### 6.0 **Pay Equity and the Pay Multiple**

- 6.1 A pay multiple is the ratio of the pay of an organisation's top earner to that of the mean/median earner.
- 6.2 The Council's current ratio in this respect is 01:06.7 i.e. the Chief Executive (top earner) earns 6 times more than the Council's median earner (£22,212). When measured against the mean salary (£24,194), the ratio is 01:06.1.
- 6.3 The Council does not currently have a policy of maintaining or reaching a specific pay multiple target. The Council commits to calculating the pay ratio on an annual basis to monitor trends and to ensure that this pay multiple does not widen.
- 6.4 The Council monitors the relationship between the remuneration of its Chief Officers and the remuneration of its lowest paid employees. The Council defines its 'lowest' paid employees as employees paid on the first spinal column point (scp 6) of the pay spine. This is the lowest rate of pay applied to Council employees, currently £16,375 per annum. This figure may change once the local pay negotiations are complete. The Council has applied the Living Wage Foundation Living Wage, which means that the lowest paid employee is on the equivalent of £16,375 a year for the full time role. The Council has separate rates for Apprentices that are linked to the Living Wage.



## **7.0 Termination of Employment and Severance Packages**

- 7.1 On ceasing to be employed by the Council, employees will be paid contractual payments due under their contract of employment.
- 7.2 The Council's Redundancy Framework details the conditions under which redundancy payments can be made. The Council calculates redundancy payments based on an individual's actual pay, length of continuous service and age.
- 7.3 Severance payments are made in accordance with the Council's Redundancy Framework and relevant employment legislation.
- 7.4 Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory provisions. Redundant employees will receive two elements of their final pay:
- Normal pay (including pay in lieu of any outstanding leave) up to the agreed leaving date;
  - A redundancy payment (where entitled) calculated in accordance with the statutory provisions.

In exceptional circumstances, the Council reserves the right to make a payment in lieu of notice. This will only be considered if it is in the best interests of the Council, or on compassionate grounds, and will require authorisation by the Chief Executive or in his absence, the section 151 Officer.

Under the Council's redundancy scheme a week's pay will be calculated on the basis of actual contractual pay.

- 7.5 Employees in the pension scheme and who are over age 55 are entitled to immediate onset of pension benefits based on actual reckonable service if they:
- are over 55 at the termination date;
  - have three or more months membership in the Local Government Pension Scheme (LGPS) or with transferred service.
- 7.6 An employee will lose their entitlement to redundancy pay if they take up a post with another body covered by the Redundancy Payments (Local Government) (Modification) (Amendment) Orders within four weeks of the date of the redundancy and the offer of the new job has been made before the end of the original contract.

## **7.7 Re-Engagement of former employees**

Any former NBC Council employee, who is in receipt of an early retirement pension on the grounds of voluntary or compulsory redundancy, should not normally be immediately re-employed by the Council either on the basis of a contract of employment or a contract for services with the Council. If there is any doubt about the continuing need for an employee's services then early retirement should not be agreed.



However, it is recognised that there are some, very limited, circumstances when re-employment would be in the interests of the Council. In these cases a report should be submitted to the Chief Executive or his or her nominated senior management representative seeking approval to re-employ for a specified limited period.

Where an employee has been made redundant and receives a severance payment (and therefore without a pension) there should be no re-employment until the expiry of the period for which the number of weeks' severance payment has been given, e.g. if the employee has received a severance payment equal to 16 weeks pay, the earliest re-employment could be considered would be 16 weeks after the date of termination. Approval to re-employ must be agreed by the Chief Executive.

## **8.0 Discretionary Payments**

The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply:

Redundancy payments are calculated using actual pay instead of the statutory maximum when calculating redundancy payments.

Any discretionary payments arising through the termination of the employment contract will be made using delegated powers and will be based on a full written, legal risk assessment and legal advice.

## **9.0 Review**

This Pay Policy Statement will be reviewed annually and recommended to Full Council for approval. The statement for 2017/18 will be submitted to Full Council for approval by 31 March 2017.

The Council may by resolution of the Full Council, amend this Pay Policy Statement during the course of the year to which it relates.