

PAY POLICY STATEMENT- 2018/19

1. Introduction

The Localism Act 2011 – [Chapter 8 - Pay Accountability] requires all local authorities in England and Wales to produce a pay policy statement from 2012/13 and for each financial year thereafter, and must do so with regard to any guidance from the Secretary of State for Communities and Local Government.

The Policy must be agreed by the Full Council and be publically available.

2. Policy Objective

The purpose of the Pay Policy is to provide transparency with regard to the Council's approach to the setting of pay for all its employees and therefore identifies:

- The methods by which salaries of all employees are determined
- The details of the remuneration of its most senior employees, i.e. Chief Officers
- The relationship between the salary of its Chief Officers and other employees within the Council.
- Details relating to the lowest paid employees.

3. Scope

The pay policy covers the remuneration of all employees of the Council including temporary employees.

4. Pay Structure

In determining the pay and remuneration of its employees the Council will comply with all relevant employment legislation. This includes the Equality Act 2010 and the Part-time Regulations 2008.

The Council uses the nationally negotiated pay spine as the basis for its local pay structure, with the exception being those most senior level posts referred to within the Policy. The Council also adheres to the national pay bargaining arrangements in respect of increases to the nation pay spine.

The pay spine is used to determine the salaries of all council employees, apart from the Chief Officers and senior officers, which are addressed separately within this policy. The grading structure of the majority of the posts was established as part of the Single Status job evaluation process and subsequent pay grade structure was adopted following Council approval in April 2007. This also addressed the Council's approach to the job evaluation of

posts and the harmonisation of key terms and conditions of employment. Since 2007 all new posts and posts that have changed significantly are evaluated in accordance with the same Job Evaluation Scheme. The Council operates the GLPC [Greater London Provincial Council] Scheme

5. Chief Officer Remuneration

The Localism Act refers to the position of Chief Officer and states that this refers to: the Head of Paid Service; Statutory Chief Officers; non-statutory Chief Officer posts and their direct reports (known as Deputy Chief Officers). It should be noted that this definition is very broad, and takes account of Metropolitan and County Councils as well as District Councils with far fewer management levels.

Therefore, for the purpose of this policy for South Ribble Borough Council, Chief Officers are:

- The Chief Executive (Head of Paid Services)
- Deputy Chief Executive (2 posts)
- Director of Finance and Assurance Services (Chief Finance Officer s151)
- Director of Legal and Democratic Services (Monitoring Officer)
- Assistant Director of Finance and Assurance Services (Deputy Chief Finance Officer s151)
- Assistant Director of Legal Services (Deputy Monitoring Officer)

Chief Executive

Details of remuneration are contained in the annual Statement of Accounts.

The Chief Executive also receives an essential car user lump sum and the reimbursement of professional subscription fees where membership of a particular professional organisation/s is required to carry out the full role of the post.

The Chief Executive will also take on the role of Returning Officer for any Local, National and European elections, payment for which will be in accordance with the statutory calculation.

Any other allowances relating to the post are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

Deputy Chief Executive

There are two posts of Deputy Chief Executive reporting directly to the Chief Executive

- Deputy Chief Executive Regeneration and Growth
- Deputy Chief Executive Resources and Transformation (Shared Post) (This post is subject to change under proposals to be agreed at full council in March 2018)

Details of remuneration are contained in the annual Statement of Accounts.

Any other allowances relating to the posts are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

Director and Assistant Director Chief Officer Remuneration

There are two posts of Director and two Assistant Directors, which are considered to be Chief Officer’s posts: of which three are a shared post due to undertaking statutory roles.

- Director of Finance and Assurance (Shared Post)
- Director of Legal and Democratic Services (Shared Post)
- Assistant Director Finance and Assurance (Shared Post)
- Assistant Director Legal Services (Shared Post)

Details of remuneration are contained in the annual Statement of Accounts.

Any other allowances relating to the posts are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

6. Recruitment of Chief Executive and Chief Officers

Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit” where there is a requirement to recruit to the post of Chief Executive or Chief Officer.

The appointment to the Councils Chief Executive, Deputy Chief Executive and statutory officer posts will be dealt with by the Appointment and Employment Panel and in accordance with the Council’s constitution.

7. Relationship between Chief Executive/Chief Officer Pay and other Employees

The relationship between the maximum average salaries of the Chief Executive and Chief Officers and the median salary and the lowest paid salary are:

Post	Benchmark Salary	Ratio
Chief Executive salary	median salary	1:4.9
Deputy Chief Executives salary	median salary	1:3.9
Director salary (shared)	median salary	1:3.2
Directors salary	median salary	1:3.0
Assistant Director salary (shared)	median salary	1:2.5
Assistant Directors salary	median salary	1:2.3
Chief Executive salary	lowest salary	1:6.3
Deputy Chief Executives salary	lowest salary	1:5.0
Director salary (shared)	lowest salary	1:4.2

Director salary	lowest salary	1:3.9
Assistant Director salary (shared)	lowest salary	1:3.3
Assistant Director salary	lowest salary	1:3.0

The median salary is £21,962 (The median figure excludes casual employees who are only employed on an ad hoc or occasional basis)

8. Lowest Paid Employees

At a meeting of the council on 5 March 2014, South Ribble Borough Council adopted a supplement to the lowest paid staff, (excluding apprentices) to address the issue of low pay. The supplement mirrors the rates of the Foundation Living Wage. The rate is set by the Centre for Research in Social Policy and is based upon what it considers to be the basic cost of living to provide a minimum income standard. This is applied each April and refers back to the Foundation Living wage that is agreed nationally each November. The current annual pay is £16,881.

9. Apprentices

There are a number of apprentices currently employed by South Ribble Council for a fixed period, usually two years. With effect from 1st April 2018 they receive the current National Minimum Wage relating to their age as detailed below:-

Under 18	£4.20 per hour
18 -20	£5.90 per hour
21 - 25	£7.38 per hour

10. Other conditions Relating to Chief Officers and other Employees

Performance-related Pay

The Localism Act requires Councils to provide details of any performance related pay for its Chief Officers. However, South Ribble Borough Council does not have any such arrangements.

Bonuses

There are no schemes in relation to the payment of bonuses for any employees, including Chief Officers.

Payments on the termination of employment

The Council's Redundancy Policy applies equally to all employees regardless of their grade.

Pension Arrangements

All employees, including Chief Officers, are entitled to join the Local Government Pension Scheme if they so wish. No alternative options are available should employees not wish to join the scheme.

Starting Salary

For all appointments, including internal appointments and any employee re-graded, negotiations will commence on the lowest point of a grade, however where there is strong justification of the need for a higher starting point this will be considered. This justification must be supported by both the appropriate Director and the Human Resources Manager.

Specialist Support

In exceptional circumstances, it may be necessary for the Council to make temporary appointments, to address capacity and/or skills gaps. These appointments should be for as short a period as is practicable and comply with appropriate procurement rules.

Market Supplements

The Council also has a process by which it can consider paying market supplements where there have been difficulties in recruiting to the posts or the market demand/supply reflects the need. By taking account of external pay levels in the labour market in order to attract and retain employees with particular skills, knowledge and experience. On such occasions the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate. All market supplements have to be agreed with the Head of Human Resources and the relevant Director and are reviewed regularly.

Professional Subscriptions

A number of employees are member of professional organisations in connection with their employment at the Council. Where there is a direct link to the employee's role, the council will reimburse the employee.

Honorariums

The council has guidelines on the use of honoraria for substantial additional duties and responsibilities. Any additional payments are subject to regular reviews and must be agreed in advance of payment with the relevant Director and HR Manager.

11. Publication of the Policy

The Policy will be published on the Council's Website, prior to April 2018.

12. Review of Pay Policy

The Policy will be subject to annual review and must be approved by the Council prior to 31 March each year. If there is a need to amend the Policy between reviews, then any such amendments will be considered by the Cabinet, prior to approval by the Council.

Background document

Redundancy policy

SOUTH RIBBLE BOROUGH COUNCIL –SALARY GRADES 1-9 WEF 1 APRIL 2018

Grade 1 (scp 6-7)		Grade 4 (scp 20-24)	
6	£16,394	20	£19,819
7	£16,495	21	£20,541
		22	£21,074
		23	£21,693
		24	£22,401
Grade 2 (scp 9-16)		Grade 5 (scp 24-28)	
9	£16,755	24	£22,401
10	£16,863	25	£23,111
11	£17,007	26	£23,866
12	£17,173	27	£24,657
13	£17,391	28	£25,463
14	£17,681		
15	£17,972		
16	£18,319		
Grade 3 (scp 16-20)		Grade 6 (scp 28-32)	
16	£18,319	28	£25,463
17	£18,672	29	£26,470
18	£18,870	30	£27,358
19	£19,446	31	£28,221
20	£19,819	32	£29,055
Grade 7 (scp 32-36)		Grade 9 (scp 41-45)	
32	£29,055	41	£37,107
33	£29,909	42	£38,052
34	£30,756	43	£39,002
35	£31,401	44	£39,961
36	£32,233	45	£40,858
Grade 8 (scp 36-41)			
36	£32,233		
37	£33,136		
38	£34,106		
39	£35,229		
40	£36,153		
41	£37,107		

NOTES

scp – spinal column point