

## **Pay Policy Statement – 2015/16**

### **INTRODUCTION**

The Council is required by Section 38(1) of the Localism Act 2011 to prepare pay policy statements. These statements must articulate the Authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year. They must be approved by full Council.

### **PAY POLICY FOR CHIEF OFFICERS**

The Council defines its chief officers as being its Chief Executive, Strategic Directors and Heads of Department. *The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.*

### **Salaries**

The policy appertaining to the salaries of Heads of Department and Strategic Directors was originally adopted by the full Council in October 2009 and subsequently in June 2012 as part of the overall Policy's annual review.

It is based on an independent report by the Hay Group and is based on their job evaluation scheme.

Strategic Directors' salary is set just under the lower quartile of the National Public Sector Market, as shown in January 2012, for jobs of corresponding size (lower quartile means that 75% of the sector are paid more).

The Head of Education's salary is based on the median of the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (median means that 50% of the sector are paid more).

The Head of Finance's salary is based on the lower quartile of the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (lower quartile means that 75% of the sector are paid more).

All other Heads of Departments' salaries are based on the median of the National Public Sector Market for jobs of corresponding size as shown in January 2012 (median means that 50% of the sector are paid more).

Consideration to the reviewing of actual pay in relation to the benchmark levels will take place annually.

The Chief Executive's salary has been set in accordance with the scale of £100,536 - £108,264.

The Council does not pay any bonus payments or performance related pay to its Chief Officers. *The Council's local terms and conditions of service are relevant to Chief Officers, as for all other staff, unless otherwise noted within individual policies.*

The salaries of the Council's Chief Officers are available on the Council's website on the following link -[www.gwynedd.gov.uk/employmentbenefits](http://www.gwynedd.gov.uk/employmentbenefits)(See Appendix 1)

## **LOWER PAID**

The Council's pay policy for its remaining staff is based on the Council's equal pay policy and its collective agreement with the recognised trade unions as introduced on the 1<sup>st</sup> April 2008. The Council's pay structures are subject to equal pay audits.

*The Council has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Council is committed to pay salaries in accordance with equal Pay legislation and the "single status" agreement between local government employers and the recognised trade unions in 1997.*

The Council defines its lowest paid, as spinal pay point 8 on the national pay scale as agreed by the National Joint Council. The Council does not pay any bonus payments nor pay which is based on workers' performance.

*The relationship between the remunerations of its Chief Officers and its other employees is designed to secure the ability of the Council to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.*

*The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of no more than 1:20 between the highest and the lowest paid. The ratio within the Council is 1:7.8.*

## **LOCAL CONDITIONS OF SERVICE**

### **Salary on Commencement in Post**

*The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.*

*Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, a manager can, in consultation with the Head of Human Resources, appoint on a higher pay point within the appropriate pay grade.*

*If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1<sup>st</sup> April dependent upon those terms noted in the Council's Policy on Dealing with Underperformance and on condition that they have been appointed to their current post for more than six months prior to that date.*

### **Re-location Expenses**

*The scheme is relevant to staff appointed as a result of an advertisement or following an internal re-organisation where they have to move house.*

*The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.*

*In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.*

### **Market Supplement**

*The grading of posts is based on the Council's job evaluation scheme as this ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk to the Council that must be tightly regulated and must be for significant and clear reasons. There must be clear and detailed evidence in order to justify any deviation from this arrangement.*

*However, there may be occasions when market forces lead to recruitment and/or retention problems related to a particular post. The Council may in exceptional circumstances, and in order to attract and retain an individual to a particular post, offer an additional temporary supplement to the salary grade identified through the Authority's grading scheme.*

*In this respect a market supplement will only be used when there is adequate documented evidence of failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Council to a different post that does not attract a market supplement, their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.*

*The Council, at its meeting on the 9 October, 2014, approved a market supplement provision of up to £3,000 for Chief Officers where it can be justified*

by a business case. There is no ceiling set in respect of market supplement levels for other posts.

### **Honoraria (Undertaking Additional Responsibilities)**

*An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period prior to being able to offer temporary additional remuneration.*

### **On-Duty, Standby and Call-Out Payments**

*The Council is committed to providing services according to the needs of the people of Gwynedd. This means that at times it is necessary for staff to be called upon to carry out work at times outside their normal working pattern and at unsociable times. The Council meets the need for these services by:*

- *having suitably trained staff on duty to take calls and to decide upon the relevant course of action*
- *having a suitably trained workforce on standby and able to be called out at short notice to respond to emergency work*
- *rewarding the above staff at suitable rates that recognise the inconvenience and disruption that this work causes.*

**On duty** is defined as a period of time when an officer is on duty outside of their normal hours of work for a specific period of time and is available to respond to calls from residents, emergency services, etc.

**Standby** is defined as a specific period of time that an officer is available for call out outside of their normal hours of work.

*In some cases on duty or being on standby will form a part of officers' basic salary and their contract of employment will specifically state this. They will not be entitled to any extra payment whilst on duty or on standby.*

*Payment for other officers will be by way of an additional, separately identified payment that will reflect the level of inconvenience and disruption to the officers' normal home life that is incurred. Officers will receive a minimum of two hours at the appropriate rate of pay for each time they are called out (including travelling time).*

*On-duty/standby payments will be updated annually in line with the annual salary increase agreed by the National Joint Council for Local Government Services.*

### **Professional Fees**

*One fee per annum will be reimbursed to officers in respect of membership to recognised bodies which are relevant to their professional function and where that membership is a requirement by the Council.*

## **Car Users**

*All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.*

## **Subsistence Payments**

*Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper up to the maximum of the Council's subsistence allowances on production of receipts. For those whose normal work covers more than one County, e.g. Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.*

## **Working Additional Hours**

*Employees, in receipt of basic pay at or below point 28 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 28 who work planned additional hours beyond the 37 hour week, and where prior approval has been given by the Head of Department, will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu.*

## **Working Unsociable Hours**

*Salary is paid at the basic rate on weekends for work within the 37 hours. Enhanced pay is due to those employees who work during the following hours;*

- *basic pay and one fifth of hourly rate for work conducted between 8 and 10 in the evening*
- *basic pay and one third of hourly rate for work conducted between 10 at night and 6 in the morning*

*Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.*

## **First Aid Allowance**

*An annual allowance is paid to employees who act as designated First Aiders.*

## **Local Election Duties**

The Council's fees for payments to its Returning Officer and Deputy Returning Officer for local election duties are included in Appendix 2.

## **Severance and Retirement**

The Council's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions

for Chief Officers. The relevant policies are available on the Council's website on the following link - [www.gwynedd.gov.uk/employmentbenefits](http://www.gwynedd.gov.uk/employmentbenefits)

### **Financial Detriment Scheme**

*Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The Council provides financial assistance to staff who face financial loss (as a consequence of re-structuring or re-designation of responsibilities) for a period of three years from the date that the change in the employment package becomes operational. That financial assistance will cease after three years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.*

### **Re-employment**

The Council does not have a policy which excludes former officers, who were in receipt of severance, redundancy or pension payments, from being re-employed.

The Council will however consider each candidate on their own merits and will appoint with a view of achieving the best efficiency for the service and best value for its ratepayers. Such appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

### **Appointment of New Chief Officer (Salary of £100,000 and above)**

The Full Council will approve any amendment to the salary package of any such post prior to its recruitment. Recruitment to any such post will be advertised externally.

**Chief Officers' Salaries**

Chief Executive	£100,536 - £108,264
Strategic Directors x 2	£81,665 - £90,739
Head of Education	*£76,412 - £84,903
Head of Finance	£69,319 - £77,021
Head of Customer Care, Democracy and Legal, Economy and Community, Highways & Municipal, Regulatory, Corporate Support and Organisational Development, Children & Supporting Families, Adults, Health and Wellbeing	£64,502 - £71,668
Head of Consultancy	£54,486 - £60,540
Monitoring Officer	£54,660 - £57,361

\*A "Market Supplement" is paid in addition to the basic salary for this post

**APPENDIX 2**

**ELECTION PAYMENT SCHEME AS APPROVED BY GWYNEDD COUNCIL**

<b>Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors</b>		
<b>Returning Officer and Deputy Returning officer Fees</b>	<b>Contested</b>	<b>Uncontested</b>
Returning Officer	117.00	
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.		)
		)
For each Electoral Division, Community/Town Council, Community/Town Council Ward		) 75.00
		)
Deputy Returning Officer	80.00	
Specific duties to include attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals and conducting the counts.		)
		)
For each Electoral Division, Community/Town Council, Community/Town Council Ward		)
By-Elections		
In any by-election where a Deputy Returning Officer is employed to manage the count:		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	32.00	