

Buckinghamshire County Council Pay Policy Statement

1st July 2015 to 30th June 2016

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually.

This pay policy statement sets out Buckinghamshire County Council's policies relating to the pay of its corporate service workforce for the year 2015-16, in particular:

- a) The remuneration of its Chief Officers
- b) The remuneration of its "lowest paid employees"

2. Definitions

For the purpose of this pay policy statement the following definitions will apply:

2.1 "Pay" in addition to salary includes charges, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements and termination payments.

2.2 "Chief Officer" refers to the following roles within Buckinghamshire County Council:

Table 1- Chief Officers

Definition under the Localism Act 2011	Post Held at Buckinghamshire County Council
The Head of Paid Service	Chief Executive
The Monitoring Officer	Director of Strategy and Policy
Statutory Chief Officers	Director of Assurance (Headquarters) Managing Director (Children's Social Care & Learning) Managing Director (Communities Health & Adult Social Care) Director of Public Health
Non-Statutory Officers	Managing Director (Business Enterprise & Business Services Plus) Managing Director (Transport, Environment & Economy)

- 2.3** “Lowest paid employees” refers to those staff employed within grade Range 1A of the Council’s pay framework. The framework excludes staff governed by National consultation groups. The above definition for the “lowest paid employees” has been adopted because Range 1A is the lowest grade on the Council’s pay framework. The Council employs Apprentices paid on separate, national pay rates.
- 2.4** The pay multiple between the highest paid employee and the median salary of the rest of the workforce is 8.1.
- 2.5** “Employee who is not a Chief Officer” refers to all staff not covered under the “Chief Officer” group above. This includes the “lowest paid employees” i.e. staff on Range 1A and excludes staff governed by National consultation groups.

3. Remuneration levels

3.1 The general approach is that remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council’s business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and each council retains flexibility to cope with various circumstances that may arise to necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

3.2 It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief Officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries. With the exception of any groups where pay is governed by National consultation groups, pay for the “lowest paid employees” and “all other employees’ including Chief Officers”, after consultation with Trade Unions and employees, is determined by the Senior Appointments and Bucks Pay Award Committee (SABPAC). SABPAC comprises elected Councillors from the main political parties and has responsibility for local terms and conditions of employment for staff within the council’s pay framework.

3.3 The lowest paid full-time equivalent employee will be paid in the period 2015/16 between £13,207 and £14,660. The definition of lowest paid employee is a fully competent employee undertaking a defined role paid on Salary Range 1A, and excludes apprentices who are undertaking approved training. The lowest paid employee is paid on Bucks Pay-CBP Range 1A. Due to pay progression, the lowest paid Bucks Pay (1990) employee is paid on the maximum of the Bucks Pay (1990) range 1A at £13,855. The highest paid employee is the Chief Executive who will be paid in the period 2015/16 a salary between £197,308 and £219,012.

4. Pay Framework

4.1 The council's corporate service pay framework is determined locally and is called Bucks Pay. Grades are determined by recognising what people do – their jobs and responsibilities – and paying them accordingly using HAY job evaluation. Job evaluation is a consistent process used for determining the relative worth of jobs. Whilst the process is not a science, it is based on the systematic analysis of the different factors found within all jobs. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

4.2 There are two groups of corporate service employees covered by this statement. The majority of Buckinghamshire County Council's corporate service employees are paid on Buckinghamshire County Council's Contribution Based Pay (CBP) scales hereafter called 'Bucks Pay-CBP'. Corporate service employees had the opportunity to opt in to CBP or remain on the old Bucks Pay scales, hereafter referred to as 'Bucks Pay (1990)'. 95% of corporate employees are now on Bucks Pay-CBP. The remaining 5% of corporate employees opted to remain on Bucks Pay (1990). All newly appointed employees are placed on the Bucks Pay-CBP pay scale. CBP does not apply to those on national pay and conditions.

4.3 Chief Officers and other Senior Managers, who are service directors and assistant service directors, are all paid on the Bucks Pay Senior Manager-CBP scale.

4.4 CBP is a progressive approach to reward and talent management that links an individual's contribution to their pay and is not purely based on 'time served'. CBP does not have automatic incremental pay rises and is linked to the council's performance management framework called 'Delivering Successful Performance (DSP)', which assesses 'what' has been achieved and 'how' it was achieved, giving an overall annual rating which is then linked to pay. CBP has 12 ranges for

employees who are not Chief Officers and 6 ranges for Chief Officers and Senior Managers. The CBP pay scales for all corporate service employees', Chief Officers and Senior Managers for payment from 1 July 2015 -31 June 2016 are shown in the tables below.

4.5 The CBP pay year commences on 1 July each year and pay awards for employees within Bucks Pay - CBP consist of a pay range uplift percentage increase, reviewed annually and, if applicable, a consolidated and/or a non-consolidated performance award. The amount of this is dependent upon individuals' performance and where they are graded. The exact amount of the pay range uplift given to each employee is dependent upon an individual's position within a pay range and their annual DSP rating. There are three levels in each pay range, entry point, competent point, and advanced point and employees' salary may be at any place between entry and advanced point in a range.

4.6 Pay awards will be considered annually after consultation with the Trades Unions and employees. Any pay award is determined by SABPAC who consider inflation and any significant considerations from elsewhere in the public sector. SABPAC will undertake a pay review each year for the Bucks Pay-CBP pay scale and Bucks Pay (1990) separately and may make a different pay award for each.

4.7 Corporate service employees' who did not opt in to CBP and remain on Bucks Pay (1990) will be paid as detailed in table 1. These employees will continue to receive incremental pay rises as applicable and for the year 2015/16 received no further increase to pay.

4.8 For the year 2015/16, Bucks Pay-CBP ranges – see table 2, and Senior Manager-CBP ranges - see table 3, received 2.2% pay range uplift. As previously mentioned in para 4.5, the exact amount of the pay range uplift given to each employee is dependent upon their position within a pay range and their annual DSP rating.

4.9 The performance percentage awarded to employees on Bucks Pay-CBP, and Senior Manager-CBP who achieve an exceeding DSP rating, is 40% of the difference between the competent point and the advanced point of each grade. Those achieving an outstanding DSP rating will receive 80% of the difference.

4.10 Honoraria may be paid in accordance with guidelines within Bucks Pay (1990) to individuals when additional duties above those normally associated with a role are undertaken or if an employee is 'acting up' into a higher grade post. Those on Bucks Pay –CBP will be paid at a higher range if they are acting up into a higher range post.

Table 1– Bucks Pay (1990) pay scale 1 April 2015- 31 March 2016

Range	Minimum	1st Increment	2nd Increment	3rd Increment	Maximum
1A					13,855
1B	14,496	15,142	15,789	16,427	17,075
2	17,795	18,537	19,292	19,644	19,989
3	20,342	20,694	21,043	21,515	21,986
4	22,147	22,615	23,082	23,534	23,976
5	24,412	24,861	25,297	25,908	26,516
6	27,116	27,718	28,308	29,092	29,866
7	30,641	31,416	32,187	33,135	34,097
8	35,042	35,992	36,946	37,968	38,975
9	39,994	41,004	42,030	43,328	44,642
10	45,947	47,255	48,561	49,975	51,383
11	52,801	54,212	55,627	56,882	58,136
12	59,397	60,645	61,900	63,148	64,406

Table 2 – Bucks Pay-CBP pay scale 1 July 2015- 31 June 2016

Range	Entry	Competent	Advanced
R1A CBP	13,207	13,934	14,660
R1B CBP	16,276	17,171	18,066
R2 CBP	19,053	20,102	21,149
R3 CBP	20,957	22,110	23,262
R4 CBP	22,853	24,110	25,367
R5 CBP	25,275	26,665	28,055
R6 CBP	28,468	30,034	31,599
R7 CBP	32,501	34,289	36,076
R8 CBP	37,151	39,194	41,237
R9 CBP	42,552	44,892	47,232
R10 CBP	48,977	51,671	54,364
R11 CBP	55,414	58,462	61,509
R12 CBP	61,391	64,767	68,143

Table 3 - Senior Manager-CBP pay scale July 2015 – 31 June 2016

Range	Entry	Competent	Advanced
SM1 CBP	69,393	73,210	77,026
SM2 CBP	77,181	81,427	85,671
SM3A CBP	85,034	89,711	94,388
SM3B CBP	94,687	99,894	105,101
SM4 CBP	105,435	111,234	117,032
SM5 CBP	135,447	142,896	150,345
SM6 CBP	197,308	208,160	219,012

5. Charges, fees or allowances

5.1 Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policy. No specific fees or allowances are made to senior managers or Chief Officers. The Council offers childcare vouchers and bicycle purchase through salary sacrifice schemes to all employees. The Council has negotiated various discounts with local suppliers, including gym memberships and local restaurants, which are available to all employees through the schools website and intranet. The Council reimburses mileage and travel expenses, and subsistence and other expenses such as overnight stay and meals when working out of Buckinghamshire.

5.2 The Council does not award additional fees to Chief Officers for any local election duties they may undertake.

6.0 Severance Payments

6.1 In the event that a Chief Officer ceases to hold office and is eligible for a severance or redundancy payment, such payment is determined in accordance with the Council's redundancy policy and procedure that applies to all employees. In exceptional circumstances and in the best interest of the Council a termination payment may be made to an employee. Any such payment requires signed approval by the Director of Assurance (Section 151 officer) and the Head of Human Resources Operations, and may also be referred to the Cabinet Member for Resources or SABPAC for approval.

6.2 If the Council employs a Chief Officer already in receipt of a Local Government Pension Scheme pension, the Council will apply the normal pension abatement rules that apply to all employees.

6.3 If the Council re-employs any employee, including Chief Officers and senior managers, in receipt of a severance or redundancy payment from the Council within five weeks of termination of prior employment, re-employment is subject to repayment of the severance or redundancy payment. If the re-employment is on the basis of a contract for service, a period of six months should normally elapse between the prior employment and re-employment. There are no time restrictions if an individual is in receipt of a severance or redundancy payment from another employer. Re-employment of Chief Officers is subject to the same policies that apply to all employees.

6.4 Remuneration packages in excess of £100,000 (to include salary, bonus, fees allowances and benefits in kind) offered in respect of a new appointment will be approved by the Senior Appointments and Bucks Pay Award Committee.

7. Transparency

7.1 In accordance with Chapter 8 of the Localism Act 2011, the Council will prepare a Pay Policy Statement each year in accordance with the Localism Act and related guidance under section 40 provided by the Secretary of State. The annual Pay Policy Statement may be amended from time to time. The Pay Policy Statements and amendments will be approved by Full Council.

7.2 The Council's annual Pay Policy Statement and any amendments will be published on its website along with details of remuneration of the Council's Chief Officers: <http://www.buckscc.gov.uk/about-your-council/council-structure/senior-management/>

7.4 Publication of the Pay Policy Statement, any amendments and details of remuneration will be in accordance with the Localism Act 2011 and with the Accounts and Audit (England) Regulations 2011.