



Annual Pay Policy Statement 2016/17–2019/20

14 July 2016

Report from Martin Tett, Chairman of Senior Appointments and Bucks Pay Award Committee

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 2016-17, in particular:

- a) The remuneration of its Chief Officers
- b) The remuneration of its "lowest paid employees" (not Schools employees)

Recommendation

Council is asked to agree the Council's Annual Pay Policy Statement 2015/16, as recommended by the Senior Appointments and Bucks Pay Award Committee.

Definitions

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

1. "Pay" in addition to salary includes charges, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements and termination payments.
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, Economy & Environment)

“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.

The pay multiple between the highest paid employee, the Chief Executive at £195,000 and the median salary of the rest of the workforce at £27,151, is 1:7.2.

“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.

Remuneration levels

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.

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.

The lowest paid full-time equivalent employee in the period 2016/17 will be paid £14,953 per annum full time equivalent (FTE). 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 highest paid employee is the Chief Executive who will be paid in the period 2016/17 a salary of £195,000.

Pay Framework

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.

Corporate service employees are paid on Buckinghamshire County Council's Contribution Based Pay (CBP) scales hereafter called 'Bucks Pay-CBP'. CBP does not apply to those on national pay and conditions.

Chief Officers and other Senior Managers, who are service directors and assistant service directors, are paid on either the Bucks Pay Senior Manager-CBP scale or Executive pay bands.

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 Executive scales are three Broad Bands which have been introduced for new appointments to Chief Executive, Managing Directors and some Service Director Posts. Executive bands will be reviewed against the market each year in July with no guaranteed increase to pay.

CBP pay scales for all corporate service employees', Chief Officers, Senior Managers and Executive bands from 1 July 2016 -31 June 2017 are shown in the tables below.

The 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.

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 Executive bands separately and may make a different pay award for each.

For the year 2016/17, Bucks Pay-CBP ranges – see table 1, and Senior Manager-CBP ranges - see table 2 received 2% pay range uplift. As previously mentioned in para 4.7, 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.

The executive pay bands did not increase in the year 2016-17. See table 3.

The performance percentage awarded to employees on Bucks Pay-CBP, and Senior Manager-CBP who achieve an exceeding DSP rating, is 75% of the difference between the competent point and the advanced point of each grade. Those achieving an outstanding DSP rating received 150% of the difference.

Table 1 – Bucks Pay-CBP pay scale 1 July 2016- 31 June 2017

Range	Entry	Competent	Advanced
R1B CBP	16,602	17,515	18,427
R2 CBP	19,434	20,504	21,572
R3 CBP	21,376	22,552	23,727
R4 CBP	23,310	24,592	25,874
R5 CBP	25,781	27,199	28,616
R6 CBP	29,307	30,635	32,231
R7 CBP	33,151	34,975	36,798
R8 CBP	37,894	39,978	42,062
R9 CBP	43,403	45,790	48,177
R10 CBP	49,957	52,704	55,451
R11 CBP	56,522	59,631	62,739
R12 CBP	62,619	66,063	69,506

Table 2 - Senior Manager-CBP pay scale 1 July 2016 – 31 June 2017

Range	Entry	Competent	Advanced
SM1 CBP	70,781	74,674	78,567
SM2 CBP	78,725	83,056	87,384
SM3A CBP	86,735	91,506	96,276
SM3B CBP	96,581	101,892	107,203
SM4 CBP	107,544	113,459	119,373
SM5 CBP	138,156	145,754	153,352

Table 3 – Executive pay bands 1 July 2016- 31 June 2017

Band	Job Types	Band Minimum	Band Maximum
Executive 1	Chief Executive	£150,000	£200,000
Executive 2	Managing Director	£120,000	£150,000
Executive 3	Director / Service Director	£90,000	£120,000

Charges, fees or allowances

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.

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

Market Premiums, Recruitment and/or Retention allowances may be paid to certain 'Hard to Fill' posts, e.g. Children's Social Workers, in accordance with the Council schemes.

Severance Payments

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 appropriate Managing Director, the Director of Assurance (Section 151 officer) the Monitoring Officer, and may also be referred to the Cabinet Member for Resources or SABPAC for approval.

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.

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. Anyone returning to the Council or any other public sector body within 12 months will be subject to the 'Public Sector Exit Payment Regulations (2016)' when they come into effect, (due to apply from October 2016).

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.

Transparency

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.

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.bucksc.gov.uk/about-your-council/council-structure/senior-management/>

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.

**MARTIN TETT
CHAIRMAN
SENIOR APPOINTMENTS AND BUCKS PAY AWARD COMMITTEE**