



## **Buckinghamshire Council Pay Policy Statement 1<sup>st</sup> July 2021**

### **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 Council's policies relating to the pay of its corporate service workforce (excludes Schools employees) for the year 2021-22; in particular:

- a) The remuneration of its Chief Officers;
- b) The remuneration of its "lowest paid employees";
- c) and the relationship between:
  - (i) The remuneration of its chief officers; and
  - (ii) The remuneration of its employees who are not chief officers.

### **2. Scope of Pay Policy Statement**

2.1 The Pay Policy statement covers all employees

### **3. Definitions**

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

**3.1** "Pay" in addition to salary includes charges, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements and termination payments (outside statutory and contractual arrangements).

**3.2** "Chief Officer" refers to the following roles within Buckinghamshire Council:

**Table 1- Chief Officers**

<b>Definition under the Localism Act 2011</b>	<b>Post Held at Buckinghamshire Council</b>
The Head of Paid Service	Chief Executive Officer
The Monitoring Officer	Deputy Chief Executive
Section 151 Officer	Service Director Corporate Finance
Statutory Chief Officers	Corporate Director Children's Service Corporate Director Adults & Health Director of Public Health
Non-Statutory Officers	Corporate Director Planning Growth and Sustainability Corporate Director Communities Corporate Director Resources

**3.3** The definition of “Lowest paid employees” refers to those staff employed within grade 1 of the Council’s main pay framework, and Tupe’d employees on the lowest pay point of their pay scales.

#### **4. Remuneration levels**

**4.1** The full Council has delegated responsibility to the Senior Appointments and Pay Committee (SAPC) for the approval of remuneration packages for new posts in excess of £100,000 (to include salary, bonus, fees allowances and benefits in kind) offered in respect of a new appointment; and for termination payments, outside of the normal statutory and contractual entitlements, in excess of £100,000 (see 7.1 Severance Payments).

**4.2** 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 must 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.

**4.3** 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. Pay for the “lowest paid employees” and “all other employees’ including Chief Officers” is determined by

SAPC. SAPC comprises elected Councillors from the main political parties and has responsibility for local terms and conditions of employment for staff.

**4.4** The lowest paid full-time equivalent employee at Buckinghamshire Council in the period 2021/22 will be paid at £18,535 per annum full time equivalent (FTE). The definition of lowest paid employee is a fully competent employee undertaking a defined role and excludes apprentices who are undertaking approved training. The highest paid employee is the Chief Executive who will be paid in the period a salary of £210,000.

**4.5** The pay multiple between the highest paid employee, the Chief Executive at £210,000 and the median salary of the rest of the workforce at £31,126 is 6.75:1.

**4.6** The pay multiple between the highest paid employee, the Chief Executive at £210,000 and the lowest paid full-time equivalent employee at £18,535 is 11.33:1.

## **5. Pay**

**5.1** The council's corporate service pay is determined locally. 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.

**5.2** The Senior Leadership Team comprising of, Chief Officers, Corporate Directors and Service Directors are paid on a Leadership Pay Broad Band and are appointed on a personal contract with a spot salary, with the opportunity for a discretionary additional annual non-consolidated performance payment to those who have 'exceeded' expectations for their role. Each role has pay set individually based on the following components:

- The size of the job as determined by Job Evaluation
- The benchmark data for the market and sector rate for the post
- The assessed quality of the applicant including skills and experience balanced against candidate expectations
- Scarcity of the required skills

**5.3** Senior Leadership pay will be reviewed annually by SAPC and there is no guarantee of a pay uplift or performance payment.

**5.4** Pay awards for all corporate service staff will be considered annually after consultation with Trades Unions and employees. Any pay award is determined by SAPC who consider inflation and any significant considerations from elsewhere in the public sector; SAPC will undertake a pay review each year.

**5.5** The Council's main pay scale comprises Grade 1 to Grade 14 (table 2). Each pay grade has three pay points with progression through a grade subject to individual employees achieving satisfactory performance. Employees may also receive annual additional payments based on exceeding or outstanding performance awarded as a percentage of the individual's salary as a Non-Consolidated Payment.

**Table 2: Buckinghamshire Council Main Pay Grades July 2021- March 2022**

<b>Grade</b>	<b>Pay Point 1</b>	<b>Pay point 2</b>	<b>Pay point 3</b>
<b>1</b>	20,652	21,181	21,711
<b>2</b>	22,332	22,904	23,477
<b>3</b>	24,563	25,192	25,822
<b>4</b>	27,564	28,271	28,978
<b>5</b>	29,703	30,235	30,992
<b>6</b>	33,042	33,888	34,737
<b>7</b>	37,724	38,691	39,659
<b>8</b>	42,697	43,792	44,887
<b>9</b>	49,872	51,151	52,430
<b>10</b>	56,566	58,017	59,467
<b>11</b>	63,054	64,671	66,289
<b>12</b>	69,856	71,647	73,439
<b>13</b>	78,962	80,986	83,011
<b>14</b>	87,825	90,076	92,328

## **6. Charges, fees or allowances**

**6.1** There are no specific fees or allowances made to Chief Officers or others in the Leadership team. The Council offers childcare vouchers, annual leave purchase 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 Council's intranet and the School's website. The Council reimburses mileage and travel expenses.

**6.2** 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.

**6.3** Returning Officer

Section 35 of the Representation of the People Act 1983 requires that a Council should appoint an officer of the Council to be the Returning Officer. The role of the Returning Officer is to ensure that all elections are administered effectively, and conducted in accordance with the law. The role is separate from duties as an employee of the Council, and the Returning Officer is not responsible to the Council. The role is directly accountable to the courts as an independent statutory office holder. It is a personal responsibility of the individual designated as the Returning Officer.

Due to the personal responsibility of the role, and with the role being separate from the Council, Returning Officers receive fees to reflect this responsibility. The way in which this fee is calculated is based on the total number of the electorate for the specific election and the number of polling stations that are within the area for the election.

As The Returning Office Fee element is paid as a result of the personal responsibility in delivering the election, it is purely up to the individual themselves as to how they use the fee paid whether to retain the whole fee for themselves, or share a percentage or allocation with other officers.

## **7. Severance Payments**

**7.1** In the event that an employee 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 or any protection rights accrued from a predecessor Council in Buckinghamshire *where these have TUPE transferred to the Council.*

In exceptional circumstances, and in the best interest of the Council, a termination payment may be made to an employee. This is a payment made over and above the normal statutory/contractual severance/redundancy payments and may include payments such as for a negotiated exit or settlement of litigation etc. Any such payment requires signed approval by the Chief Executive or Corporate Director as appropriate, the Section 151 Officer, and the Monitoring Officer. Where the payment exceeds £100,000, must be referred to the Senior Appointments and Pay Award Committee for consideration.

**7.2** 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.

**7.3** As a Local Government employer, the Council must comply with its duties under The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999.

**7.4** If an employee who is under notice of redundancy receives an offer of a job from another local authority or associated employer and accepts and starts working for the new employer within 4 weeks of the end of the individual's employment with the Council, there is no dismissal for redundancy payment purposes and therefore the employee is not entitled to a redundancy payment.

In cases where the current contract ends on a Friday, Saturday or Sunday, the redundancy payment will not apply where employment commences on or before the fifth Monday following the end of the current contract.

## **8. Transparency**

**8.1** 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 of Buckinghamshire Council.

**8.2** 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:

**8.3** 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.