

## ARUN DISTRICT COUNCIL Pay Policy Statement Financial Year 2017 – 2018

### 1. Purpose

- 1.1 This Pay Policy Statement (Statement) is provided in accordance with Section 38(1) of the Localism Act 2011 and the Statement will be updated annually from April each year.
- 1.2 The Statement sets out Arun District Council's (ADC) policies relating to the pay of its workforce for the financial year 2017 – 2018, in particular:
- The remuneration of its Senior Management, third tier and above
  - The remuneration of its "lowest paid employees"
  - The relationship between the remuneration of its senior managers and employees who are not senior managers

### 2. Definitions

- 2.1 For the purpose of this Pay Policy the following definitions will apply:

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

**"Chief Officers"** refers to the following roles within ADC:

- Chief Executive as Head of Paid Service
- Directors
- Group Heads

**"Lowest Paid Employees"** refers to apprentice level pay, apprentices are paid at a rate below that of the lowest paid staff who are not apprentices. The lowest paid staff who are not apprentices are employed at spinal column point 10 of the Council's pay framework. .

**"Employee who is not a Chief Officer"** refers to all staff who are not covered under the Chief Officer group above. This includes the "lowest paid employees".

### 3. Pay Framework and Remuneration Levels – General Approach

- 3.1 Remuneration at all levels needs to be sufficient to secure and retain suitably qualified, skilled and motivated employees who can fulfil the Council's business objectives in delivering services to the public. This has to be balanced by ensuring that remuneration is not, and is not perceived to be, excessive. ADC is very aware of the need to maintain this balance at a particularly challenging time for the public sector.

- 3.2 Other than the Chief Executive, cost of living increases are linked to national pay negotiations for the National Joint Council for Local Government Services.
- 3.3 Pay awards are considered annually by national negotiation with Trades Unions for all posts except that of the Chief Executive. The most recent pay award for all Officers other than the Chief Executive was 1% with effect from 1<sup>st</sup> April 2017

#### **4. Remuneration of the Chief Executive and Chief Officers**

- 4.1 It is essential for good governance that decisions on pay and reward for the Chief Executive are made in an open and accountable way and that there is a verified and accountable process for recommending the level of top salaries.
- 4.2 The remuneration of the Chief Executive is recommended by the Chief Executive Remuneration Committee and the decision is made by Full Council. This Committee comprises elected councillors from the main political parties and determines the pay of the Chief Executive on appointment and annually thereafter, following the rules set down in Part 3, Section 8.7 of the Constitution of the Council and additional guidance provided in the “National Salary Framework and Conditions of Service Handbook’ for Local Authority Chief Executives”. The Remuneration Committee will take account of recommendations concerning performance from the Chief Executive Appraisal Panel, details of which are also set down in Part 3, section 8.7 of the Constitution It will also review market data relevant to Chief Executive pay and any significant other considerations which arise. The Chief Executive does not receive any additional payment other than fees in connection with election duties in his role as Returning Officer or relocation expenses on appointment, in line with the Council policy on this. Election fees are set out annually in the ‘Scale of Returning Officer’s expenditure for Local Government Elections, Polls and Referendums’, attached as Appendix 1.
- 4.3 Remuneration for Senior Management posts at within the Council is determined by pre-defined criteria which takes into account a number of factors including the size, complexity and strategic impact of the role; impact of the role, etc. Annual cost of living increases are determined at a national level. These posts are linked to the National Joint Council for Local Government Services national pay negotiations.
- 4.4 Information on remuneration for this group of staff is published as part of the Annual Statement of Accounts which is published each year in June/July and can be found on the Council’s website. Officers below this level will not be identified in this way.

- 4.5 A structure chart showing the membership and responsibilities of the Corporate Management Team is attached to this document as Appendix 2.
- 4.6 There is no provision for the payment of bonus payments to the Chief Executive, Directors or Group Heads. Other payments made will be in line with Council policies on allowances.
- 4.7 There is provision within the Council's Human Resources Guidance for the payment of "honoraria", in exceptional circumstances as defined in the guidance, to any staff employed by the Council. For Directors honoraria must be approved by the Chief Executive, in consultation with the Leader of the Council. For Group Heads, this must be approved by the relevant Director in consultation with the Chief Executive. For the Chief Executive this must be approved by the Remuneration Committee.

## **5 Posts below Chief Officer level - Salary Grades and grading framework**

- 5.1 The current grade framework consists of 14 grades up to but not including Chief Officer level. Grades for these posts are determined by a locally agreed Job Profiling Scheme. This takes into account, in a consistent and transparent way, all the different elements of a post in making a grading decision.
- 5.2 The Council will consider the use of market supplements in exceptional circumstances, but these will only be implemented with the agreement of the Corporate Management Team and the Group Head, Corporate Support, following consultation with Unison. They will be time limited and subject to review.
- 5.3 There is no provision for the payment of bonus payments to staff in these grades.
- 5.4 There is provision within the Council's Human Resources Guidance for the payment of "honoraria", in exceptional circumstances as defined in the guidance, to any staff employed by the Council. Honoraria will only be awarded with the agreement of the Chief Executive and Director, in consultation with the Human Resources Manager.

## **6 Charges, Fees or Allowances**

- 6.1 Any allowance or other payment will only be made to staff in connection with a particular role or the patterns of hours that they work.
- 6.2 Payments made to staff working during elections, polls and referendums will be in line with the Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums, as attached at Appendix 1

## **7 Pensions**

- 7.1 All staff as a result of their employment with Arun District Council are eligible to join the Local Government Pension Scheme. Full details of the scheme can be found at [www.lgps.org.uk](http://www.lgps.org.uk).

## **8 Severance Payments**

- 8.1 ADC pays redundancy payments based on actual salary and a 2.2 multiplier of the Statutory Redundancy Pay Table. There are significant changes to employment legislation being proposed which will result in a limit on the total exit payment which can be made to an individual member of staff. At the time of writing this Statement the detail is unknown. The Pay Policy Statement will be updated as necessary, this is likely to be within 2017 – 2018.
- 8.2 There is no local discretion to increase an employees total pension scheme membership or award additional pension except in exceptional circumstances where compassionate grounds apply.

## **9 New Starters Joining the Council**

- 9.1 Employees new to the Council will normally be appointed to the first point of the salary range for their grade. A manager may consider a higher point in the grade in exceptional circumstances, this could for instance be where a new employee already operates at a level commensurate with a higher salary, or other circumstances. The appointing manager must agree any variation from the start of the scale with Human Resources and ensure that any such decision is consistent with that of other employees in a similar position.
- 9.2 Chief Officer grades are determined in part with reference to other comparable posts within local authorities both regionally and nationally. Chief Officer grades may be subject to periodic review.

## **10 Relationship between remuneration of “Chief Officers and “employees who are not Chief Officers”**

The figures initially included in the Pay Policy Statement included National Insurance Contributions (NIC) as below:

- 10.1 The mean average remuneration for the 2017/2018 budget is £37,633 and the highest paid employee £152,880. This includes all allowances, employers NIC and pension contributions at 17.8%. The pay multiple between the two is 4.06. This is based on current pay scales, including the agreed 1% pay award.

- 10.2 The lowest paid employee is at £12,692 and the highest paid employee £152,880. This includes allowances, employers NIC and pension contribution and the pay multiple between the two is 12.05\*. This is based on current pay scales, including the agreed 1% pay award.

For direct comparison to the 16/17 Pay Policy Statement (i.e. Employers NIC excluded), see below:

- 10.3 The mean average remuneration for the 2017/2018 budget is £34,677 and the highest paid employee £137,839. This includes all allowances and employers pension contributions at 17.8%. The pay multiple between the two is 3.97. This is based on current pay scales, including the agreed 1% pay award.
- 10.4 The lowest paid employee is at £12,692 and the highest paid employee £137,839. This includes allowances and employers pension contribution and the pay multiple between the two is 10.86\*\*. This is based on current pay scales, including the agreed 1% pay award.

\*note that this includes apprentice pay. The multiplier excluding apprentice pay is 8.2.

\*\*note that this includes apprentice pay. The multiplier excluding apprentice pay is 8.0.

Date approved by Full Council 8<sup>th</sup> March 2017

## APPENDIX 1 – PAY POLICY STATEMENT 2017/2018

### SCALE OF RETURNING OFFICERS EXPENDITURE FOR LOCAL GOVERNMENT ELECTIONS, POLLS AND REFERENDUMS IN HELD WEST SUSSEX

#### PART A – PERSONAL FEE FOR RETURNING OFFICER’S SERVICES

A.1 Personal fee in respect of each electoral area for executing all the statutory duties of the Returning Officer for the conduct of the election, including the appointment of Deputy Returning Officers, the publication of prescribed notices, the distribution preparation, verification and adjudication of candidates’ nomination papers and consents, the provision of polling stations and ballot papers (including the dispatch and receipt of postal ballot papers), the appointment of presiding officers, poll clerks and counting assistants, the dispatch of poll cards, the issue of notifications of secrecy, the supervision of the counting of votes and declaration of the result of poll, the submission of returns and the custody of records.

For all services in an uncontested election or for services up to the close of the withdrawals period in a contested election £75.00

For services after the close of the withdrawals period in a contested election £30.00 for every 500 local government electors (or part 500)

For a countermanded election:-

- |  |                    |
|--|--------------------|
| a) If countermanded before the close of the withdrawals period | £75.00             |
| b) If countermanded after the close of the withdrawals period  | £75.00 plus £16.00 |

#### PART B – DISBURSEMENTS BY RETURNING OFFICER

##### B.1 Staff for polling Stations

- |  |         |
|--|---------|
| a) Presiding Officer’s services  | £200.00 |
| b) Supplementary fee to Presiding Officers for combined polls for district, parish or county elections                   | £43.00  |
| c) Poll Clerk’s services (one clerk for each 1000 local government electors or part 1000 allocated to a polling station) | £120.00 |
| d) Supplementary fee to Poll Clerk for combined polls for district, parish or county elections                           | £28.00  |

## APPENDIX 1 – PAY POLICY STATEMENT 2017/2018

e)	Services of part-time Poll Clerk (where not required for whole of polling hours)	Hourly rate (as proportion of normal fee) on basis of hours employed
f)	Supplementary fee to Presiding Officer who acts as Senior Presiding Officer at a polling place where there is more than one polling station	£9.00
g)	Polling Station Inspector	£200.00
h)	Fee in respect of attendance at training session for up to	£42.00

### B.2 Staff for Counting of Votes

a)	Counting Assistant's services (for sorting and counting ballot papers)	£24.00 plus £8.00 per hour, or part, of duration of count proceedings or £24.00 plus £10.00 per hour, or part, of duration if count held overnight
b)	Counting Supervisor's services (for directing Counting Assistant's functions to ensure proper verification of ballot boxes)	£18.00 (responsibility supplement for each electoral area) plus the fee for Counting Assistant's services
c)	Deputy Returning Officer's services	£42.00 (responsibility supplement for each electoral area) plus the fee for Counting Assistant's services

### B.3 Staff for Clerical Assistance

a)	General Assistance for purposes of preparation for the dispatch and receipt of postal ballot papers	£27.00 for every 50 ballot papers (or part of 50)
b)	General assistance for all other matters in district, parish or county elections (including completing, handling and dispatch of poll cards)	£8.00 for every 100 electors (or part 100); allowance to be reduced by 5% in parish elections where no poll cards are issued
c)	Staff payments in respect of despatch and opening of postal ballot papers	£27.00 per half day session or £8.00 per hour (or part hour) where hourly rate is applicable <b>or</b> £10.00 per hour (or part hour) where working after 5pm is involved <b>or</b> £12.00 per hour (or part hour) where weekend/bank holiday working is involved
d)	Postal Vote Supervisor (opening and despatch)	£15 plus payment of despatch/opening fee

### Travelling and Subsistence Expenses

## APPENDIX 1 – PAY POLICY STATEMENT 2017/2018

- a) Journeys necessarily made for any purposes approved by the Returning Officer in relation to the election proceedings
- Actual cost of rail fare (second class) or other forms of public transport. Top allowance on NJC Scale for use of private vehicle
- b) Travel Expenses paid to staff in connection with the election
- Fixed Fee for Presiding Officer £10.00  
Fixed Fee for Poll Clerks/Counting Assistants £7.00
- For those being paid mileage rate .45p per mile

### B.5 Ballot Boxes and Stamping Instruments

- a) Cleaning and preparation of equipment before issue from storage place £3.00 for each polling place

### B.6 Poll Cards

- For hand delivery of poll cards 18p per card

### B.7 All other expenses necessary for the proper conduct of the election proceedings, including the following particular matters:-

- a) Provision, use and fitting up of accommodation for polling stations
- b) Provision and transport of equipment for polling stations (e.g. voting compartments, tables and chairs)
- c) Provision and publication of notices, poll cards, ballot papers, registers of electors and postal and proxy voters' lists
- d) Provision of all other stationery and documents
- e) Postage and telephone charges
- f) Compensation for injury to persons or damage to property

### Notes

- 1 The prescribed amounts in the scale are payable in respect of each separate electoral area
- 2 "Electoral area" means any ward/parish/division for which a separate election is held
- 3 The prescribed amounts in the scale are maximum sums and Returning Officers may pay lesser amounts for those items in circumstances where they consider this to be specifically justified
- 4 "Elector" means a person registered as a local government elector in the register for the electoral area concerned.

## **APPENDIX 1 – PAY POLICY STATEMENT 2017/2018**

- 5 Fees for Parish polls will be adjusted according to the workload and timing of the poll.

APPENDIX 2 – PAY POLICY STATEMENT 2017/18

CORPORATE MANAGEMENT TEAM

APRIL 2017

