

ARUN DISTRICT COUNCIL Pay Policy Statement Financial Year 2016 – 2017

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 2016 – 2017, in particular:
- The remuneration of its Chief Officers
 - The remuneration of its "lowest paid employees"
 - The relationship between the remuneration of its Chief Officers and employees who are not chief officers.

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 Officer" refers to the following roles within ADC:

- Chief Executive as Head of Paid Service
- Resources Director and Deputy Chief Executive
- Assistant Directors
- Head of Finance and Property and Section 151 Officer
- Head of Legal and Administration and Monitoring Officer
- Heads of Service paid at a percentage of Chief Officer grade

"Lowest Paid Employees" refers to those staff employed at spinal column point 10 of the Council's pay framework. This definition has been adopted because it is the lowest pay point on 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 and Resources Director and Deputy Chief Executive, cost of living increases and some allowances are linked to national pay negotiations for the relevant negotiating groups. For ADC this is 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 and Resources Director and Deputy Chief Executive. The most recent pay award for all Officers other than the two named above was that of 2.2% with effect from 1st January 2015 up until 31 March 2016. A number of officers also received a small lump sum on 1st December 2014 (£100-£150 depending on spinal column point) as set out in the national agreement. This settlement was reached later than normal in the financial year and was equivalent to 1% for 2014 and then 1% for 2015.

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.
- 4.2.1 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 13 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 (which consists of elected councillors from the main political parties, but who must not also be on the Remuneration Committee). 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.

- 4.2.2 The remuneration of the Deputy Chief Executive and Resources Director is determined by the Chief Executive in consultation with the Leader of the Council and Head of Human Resources and Customer Services, based on similar criteria to those set out for the Chief Executive, that is performance, market data, any other significant relevant criteria and the salary of the Chief Executive. The salary will be reviewed annually by the Chief Executive, in consultation with the Leader of the Council and Head of Human Resources and Customer Services.
- 4.3.1 Remuneration for posts at Chief Officer and percentage of Chief Officer within the Council is determined by a number of criteria including relativities between the remuneration for these posts and other directly related posts (in terms of size and challenge of the role); the importance of the role within the Council; and other local or national circumstances which may arise, which it is deemed should be considered at the time. 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.
- 4.3.2 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. Names and roles of employees on percentage of Chief Officer posts have been published. Officers below this level will not be identified in this way.
- 4.6 A structure chart showing the membership and responsibilities of the Corporate Management Team is attached to this document as Appendix 2.
- 4.3.3 There is no provision for the payment of bonus payments to the Chief Executive, Deputy Chief Executive and Resources Director and Chief Officers or those within the percentage of Chief Officer grades. Other payments made will be in line with Council policies on allowances.
- 4.8 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 percentage of Chief Officer grades honoraria must be approved by the Chief Executive and relevant Director/Assistant Director. For the Deputy Chief Executive and Resources Director this must be approved by 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

The current grade framework consists of 14 grades up to but not including Chief Officer level. Grades for these posts are determined initially by a locally agreed Job Profiling Scheme. This takes account in a consistent and transparent way, all the different elements of a post in making a grading decision.

- 5.1.1 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 Head of Human Resources and Customer Services, following consultation with Unison. They will be time limited and subject to review.
- 5.2 There is no provision for the payment of bonus payments to staff in these grades.
- 5.3 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 Director in consultation with the Head of Human Resources and Customer Services.

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.

8 Severance Payments

- 8.1 ADC pays redundancy payments based on actual salary and a 2.2 multiplier of the Statutory Redundancy Pay Table.
- 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.

- 9.1.1 Posts at Chief Officer and percentage of Chief Officer grades are determined by reference to a combination of recruitment challenges, national and local factors, how many times the post has been advertised etc. In areas where there is a particular skills shortage the Council may consider a market premium to attract high quality applicants. With Chief Officer and percentage of Chief Officer posts there can be scope for negotiation on the exact starting salary within the grade.

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

- 10.1 The mean average remuneration for 2016 – 2017 budget is £34,530 and the highest paid employee £136,370. This includes all allowances and employers pension contributions at 20.9%. The pay multiple between the two is 3.9. This is based on current payscales at February 2016. National pay negotiations are ongoing.
- 10.2 The lowest paid employee is at £15,940 and the highest paid employee £136,370. This includes allowances and employers pension contribution and the pay multiple between the two is 8.6. This is based on current payscales at February 2016.

Date approved by Full Council: 16th March 2016

Amendments:

Section 6.2 and Appendix 1 inserted as agreed at Full Council 20th July 2016

Appendix 1

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 b) If countermanded after the close of the withdrawals period	£75.00 £75.00 plus £16.00
PART B – DISBURSEMENTS BY RETURNING OFFICER		
B.1	Staff for polling Stations a) Presiding Officer’s services b) Supplementary fee to Presiding Officers for combined polls for district, parish or county elections c) Poll Clerk’s services (one clerk for each 1000 local government electors or part 1000 allocated to a polling station) d) Supplementary fee to Poll Clerk for combined polls for district, parish or county elections e) Services of part-time Poll Clerk (where not required for whole of polling hours)	£200.00 £43.00 £120.00 £28.00 Hourly rate (as proportion

	<p>f) Supplementary fee to Presiding Officer who acts as Senior Presiding Officer at a polling place where there is more than one polling station</p> <p>g) Polling Station Inspector</p> <p>h) Fee in respect of attendance at training session for up to</p>	<p>of normal fee) on basis of hours employed</p> <p>£9.00</p> <p>£200.00</p> <p>£42.00</p>
B.2	<p>Staff for Counting of Votes</p> <p>a) Counting Assistant's services (for sorting and counting ballot papers)</p> <p>b) Counting Supervisor's services (for directing Counting Assistant's functions to ensure proper verification of ballot boxes)</p> <p>c) Deputy Returning Officer's services</p>	<p>£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</p> <p>£18.00 (responsibility supplement for each electoral area) plus the fee for Counting Assistant's services</p> <p>£42.00 (responsibility supplement for each electoral area) plus the fee for Counting Assistant's services</p>
B.3	<p>Staff for Clerical Assistance</p> <p>a) General Assistance for purposes of preparation for the dispatch and receipt of postal ballot papers</p> <p>b) General assistance for all other matters in district, parish or county elections (including completing, handling and dispatch of poll cards)</p> <p>c) Staff payments in respect of despatch and opening of postal ballot papers</p> <p>d) Postal Vote Supervisor (opening and despatch)</p>	<p>£27.00 for every 50 ballot papers (or part of 50)</p> <p>£8.00 for every 100 electors (or part 100); allowance to be reduced by 5% in parish elections where no poll cards are issued</p> <p>£27.00 per half day session or £8.00 per hour (or part hour) where hourly rate is applicable or £10.00 per hour (or part hour) where working after 5pm is involved or £12.00 per hour (or part hour) where weekend/bank holiday working is involved</p> <p>£15 plus payment of despatch/opening fee</p>

	<p>Travelling and Subsistence Expenses</p> <p>a) Journeys necessarily made for any purposes approved by the Returning Officer in relation to the election proceedings</p> <p>b) Travel Expenses paid to staff in connection with the election</p> <p>Fixed Fee for Presiding Officer</p> <p>Fixed Fee for Poll Clerks/Counting Assistants</p> <p>For those being paid mileage rate</p>	<p>Actual cost of rail fare (second class) or other forms of public transport. Top allowance on NJC scale for use of private vehicle</p> <p>£10.00</p> <p>£7.00</p> <p>0.45p per mile</p>
B.5	<p>Ballot Boxes and Stamping Instruments</p> <p>a) Cleaning and preparation of equipment before issue from storage place</p>	£3.00 for each polling place
B.6	<p>Poll Cards</p> <p>For hand delivery of poll cards</p>	18p per card
B.7	<p>All other expenses necessary for the proper conduct of the election proceedings, including the following particular matters:-</p> <p>a) Provision, use and fitting up of accommodation for polling stations</p> <p>b) Provision and transport of equipment for polling stations (e.g. voting compartments, tables and chairs)</p> <p>c) Provision and publication of notices, poll cards, ballot papers, registers of electors and postal and proxy voters' lists</p> <p>d) Provision of all other stationery and documents</p> <p>e) Postage and telephone charges</p> <p>f) Compensation for injury to persons or damage to property</p>	
<p>Notes</p> <p>1 The prescribed amounts in the scale are payable in respect of each separate electoral area</p> <p>2 "Electoral area" means any ward/parish/division for which a separate election is held</p> <p>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</p> <p>4 "Elector" means a person registered as a local government elector in the register for the electoral area concerned.</p> <p>5 Fees for Parish polls will be adjusted according to the workload and timing of the poll.</p>		

APPENDIX 2

PAY POLICY STATEMENT 2016

Corporate Management Team

