

**RHONDDA CYNON TAF COUNCIL****MUNICIPAL YEAR 2017/2018****COUNCIL****28<sup>th</sup> MARCH 2018****JOINT REPORT OF THE DIRECTOR OF  
HUMAN RESOURCES AND THE DIRECTOR  
LEGAL & DEMOCRATIC SERVICES**

<b>Agenda Item No.</b>	<b>11</b>
<b>THE COUNCIL'S 2018/19 PAY POLICY STATEMENT</b>	

Author (s):

Richard Evans, Director of Human Resources

Andrew Wilkins, Head of Legal - Corporate &amp; Democratic Services

**1. PURPOSE OF THE REPORT**

The purpose of this report is to provide Members with information in respect of the Council's 2018/2019 Pay Policy Statement and to assist with their deliberations prior to its approval by Council.

**2. RECOMMENDATION**

It is recommended that Council approves, the Pay Policy Statement at Appendix A of this report.

**3. BACKGROUND**

- 3.1 Under Section 38(1) of the Localism Act 2011 (the 'Act'), the Council is required to produce a pay policy statement, which must be prepared each financial year. The provisions of the Act do not apply to local authority schools and therefore teaching staff need not be brought within the scope of the Council's pay policy statement.
- 3.2. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions in the Act do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, they only require that authorities are open about their own local policies and how their local decisions are made.

- 3.3 The Act requires that the Council include in its pay policy statement, its approach to the publication and access to information relating to the remuneration of chief officers. Remuneration includes salary or payment for a contract for services, expenses, bonuses, and performance related pay as well as severance payments. The definition of chief officers includes the head of paid service, statutory chief officers, non-statutory chief officers and those who report to them.
- 3.4 Section 38(2) of the Act also requires the Council to set out its policy on remuneration for its highest paid staff alongside its policies towards its lowest paid employees.
- 3.5 The Council must, in setting pay policy statements have regard to any guidance issued by the Welsh Ministers. Back in May 2017, the Welsh Government published updated guidance under Section 40 of the Act entitled 'Pay Accountability in Local Government in Wales'. Due regard has been given to this guidance in the preparation of the proposed Pay Policy Statement. The Pay Policy Statement also has due regard to the Accounts and Audit (Wales) Regulations 2014.
- 3.6 The Pay Policy Statement must be approved by a resolution of full Council before it comes into force. Once in force it must be complied with, although full Council may amend it during the relevant financial year. It must be published on the Council's website as soon as reasonably practicable after approval or amendment.
- 3.7 A Pay Policy Statement meeting the legal requirements of the Localism Act 2011 and having regard to the Welsh Government guidance is annexed at Appendix A and is recommended for approval by Council.
- 3.8 This report has been prepared and written by the Director of Human Resources and Head of Legal Services and the Pay Policy reflects the current grading of those officers. Given recent cases where concerns have been expressed about Officers being involved in the preparation of reports that affect their own pay, this point is explicitly drawn to the attention of Members of the Council.
- 3.9 It should be noted however that any officer of the Council writing this report would be in the same position. It is also important to note that this Pay Policy statement provides an accurate summary of the Council's current policy for the purposes of publication under the Localism Act. What is also important to note is that this policy is not specifically about the authors in an individual capacity otherwise than as part of the Council's group of Chief Officers.

**APPENDIX A**

**RHONDDA CYNON TAF COUNCIL**

**PAY POLICY STATEMENT**

**2018/2019**

## **Contents**

- 1. Introduction & Purpose**
- 2. Legislative Framework**
- 3. Scope & Pay Structure**
  - **Additional Payments**
  - **Honoraria**
  - **Secondments**
  - **Performance Related Pay**
  - **Market Supplements**
- 4. Senior Pay Remuneration**
- 5. Recruitment of Chief Officers**
- 6. Additions to Salary of Chief Officers**
- 7. Payments on Termination**
- 8. Re-employment**
- 9. Publication**
- 10. Pay Relativities**
- 11. Independent Remuneration Panel**
- 12. Accountability and Decision Making**
- 13. Reviewing the Policy**

## **1. Introduction & Purpose**

### **Leader's Introduction**

- 1.1 Rhondda Cynon Taf Council recognises the importance of administering pay fairly, objectively and consistently in a way that encourages employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay and grading are crucial to maintaining equality across the Council. In setting its pay structure, the Council reflects on its corporate priorities, the important role that senior leadership plays in achieving those aims and also seeks to continually demonstrate value for money to the residents of the County Borough.

### **Purpose**

- 1.2 Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 and Section 40(2) of the Localism Act 2011 (the Act).

## **2. Legislative Framework**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation.

## **3. Pay Structure**

- 3.1 The Council has adopted and implemented an objective, analytical job evaluation system based on job demands and developed a pay and grading structure based on spot salaries.

- 3.2 This determines the salaries of the majority of the Council workforce. The features of the pay & grading structure are as follows:

- Fifteen spot salaries
- There are no bonus payments
- There are no overtime or weekend enhancement payments

The pay and grading structure applies to all employees covered by the NJC for Local Government Services.

- 3.3 The Council also makes a payment in respect of the Foundation Living Wage which currently applies to Grades 1 to 3 of the fifteen spot salaries detailed above.

- 3.4 Employees covered by Soulbury terms and conditions have their pay determined by the Soulbury Committee. There are no overtime, weekend enhancement or bonus payments for this group of employees.
- 3.5 The Council now makes payments in respect of a 'holiday pay' supplement which was implemented to ensure all holiday payments to staff are made in accordance with the European Working Time Directive.
- 3.6 The determination of salary scales for employees covered by JNC for Local Authority Chief Executives and Chief Officers are dealt with under paragraph 4 below. There are no overtime, weekend enhancement or bonus payments for this group of employees.
- 3.7 In addition to basic salary, the Council will reimburse all reasonable business travel and subsistence expenses on production of receipts and in accordance with the Council's scheme for payment of travelling expenses, subsistence allowances and redeployment expenses. The Council operates a single scheme that applies to all employees.
- 3.8 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by the Council Constitution and the Scheme of Delegation contained therein. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 3.9 The process for paying any temporary additional payments for undertaking additional responsibilities are in accordance with the Council's Honoraria and Secondment Policies that apply to all Council employees (including Chief Officers).
- 3.10 The Council does not operate a performance related pay system for any of its employees (including Chief Officers).
- 3.11 From time to time it may be necessary to take account of the external pay market through the payment of a 'market supplement', in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council ensures the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

3.12 A particular change made to the Local Authorities (Standing Orders) (Wales) Regulations 2006 was the introduction of the requirement that: “The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a chief officer” (n.b. for the purposes of these regulations the definition of 'chief officer' is as defined in the Local Government and Housing Act 1989).

3.13 The impact of the amendment is that all changes to chief officer pay must now be voted on by full Council, not just those that were determined locally. This includes any pay rises that have been nationally negotiated by the Joint Negotiating Committee (JNC) and these now cannot be paid, unless and until, they have been agreed by full Council.

#### **4. Senior Pay Remuneration**

##### **Definition of Chief Officer Remuneration**

4.1 For the purposes of this statement, ‘chief officers’ are as defined within Section 43 of the Act. The posts falling within the statutory definition are set out below:

- Chief Executive/ Head of Paid Service
- Group Directors
- Director of Education and Lifelong Learning
- Corporate Directors
- Service Directors
- Heads of Service

##### **Role of the Chief Executive**

4.2 The role of the Chief Executive, as the senior officer, is to advise and support the Council’s Cabinet to:

- Provide leadership, vision and strategic direction;
- Develop strategic policies to fulfil the Authority’s objectives;
- Define the corporate culture and promote core values;
- Ensure the Authority meets its statutory obligations and exercises sound corporate governance and effective resource management;
- Ensure the performance of the Authority is managed effectively.

Rhondda Cynon Taf has a Net Revenue Budget of £471.600M and a 3 year capital programme of £180.248M and is responsible for a wide range of services employing approximately 11,000 staff. The role is full time with appointments being made on merit, against objective criteria, following public advertisement. The Chief Executive post is appointed by the Council in accordance with the Constitution.

- 4.3 In Rhondda Cynon Taf the Chief Executive salary is determined by the criteria set out in the JNC for Local Authority Chief Executives National Agreement for Pay and Conditions of Service. The Chief Officer salary structure is based on a percentage of the Chief Executives salary. Within the Education & Lifelong Learning directorate, there are some Heads of Service positions which are remunerated at the senior Soulbury pay scale level. For details of the Chief Officer salary structure, please refer to Section 6 below.
- 4.4 Any change to the existing Chief Executive and Chief Officer pay structure for Rhondda Cynon Taf can only be determined upon by the Council's Cabinet and full Council as necessary. Should any changes to the existing pay structure be considered, then due regard will be given to the Independent Remuneration Panel which is covered in Section 11 below.

## **5. Recruitment of Chief Officers**

- 5.1 The Council's policy and procedures with regard to recruitment are set out within the Officer Employment Procedure Rules in Part 4 of the Council Constitution.
- 5.2 When recruiting to all posts the Council will take full and proper account of its own Equalities, Recruitment and Management of Change Policies.
- 5.3 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Welsh Government recommends that full Council should be offered the opportunity to vote on salary packages of £100,000 and above in respect of new appointments.
- 5.4 Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
- 5.5 Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider engaging individuals under 'contracts for service'.
- 5.6 These will be sourced through a relevant procurement process ensuring that the Council not only meets its statutory obligations but can also demonstrate the maximum value for money benefits in securing the relevant service.
- 5.7 The Council does not currently have any chief officers engaged under such arrangements.

## **6. Additions to Salary of Chief Officers**

- 6.1 The Council does not apply any bonuses, performance related pay, or any other benefits to its chief officers.

### **Chief Officer Remuneration Details**

- 6.2 The Council publishes in the Council's Annual Statement of Accounts details of remuneration in respect of chief officer posts where the annual sum paid is at least £60,000. It is important to note that whilst Teaching posts are outside the scope of this Pay Policy, any Teacher whose earnings are over the £60,000 threshold will still be recorded within the Council's Statement of Accounts. The Council's Annual Statement of Accounts can be accessed via the following link:-

<http://www.rctcbc.gov.uk/EN/Council/PerformanceBudgetsandSpending/StatementofAccounts.aspx>

- 6.3 The Council must appoint a returning officer (currently the Director of Legal & Democratic Services). All fees paid in relation to the performance of the returning officer duties are determined by the Electoral Commission Fees Order for the relevant election or in the case of County Borough elections by the Council itself. The details of any such fees paid are published in the Council's Annual Statement of Accounts. The Council has determined that no fees shall be payable to the returning officer for duties associated with undertaking the County Borough elections.

## **7. Payments on Termination**

- 7.1 The Council's approach to statutory and discretionary payments on termination of employment, prior to reaching normal retirement age, apply to all staff including chief officers and is set out within its policy statement in accordance with Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 30(6), 30(7) and 30(8) of the Local Government Pension Scheme Regulations 2013.

- 7.2 Applications under these schemes are made in accordance with the Council Constitution and Scheme of Delegation and are agreed by the Council's Voluntary Early Retirement Committee (and full Council as necessary). All applications for early retirement will be considered objectively. The schemes will apply to the following groups of staff:

- JNC for Chief Executives
- JNC for Chief Officers
- NJC for Local Government Services
- Staff employed under Soulbury terms and conditions

- 7.3 Redundancy Payments are made in accordance with the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, for the purposes of continuous service, as is any such declared re-employment by a body covered by the Modification Order.
- 7.4 Welsh Government recommends that full Council should be offered the opportunity to vote before severance packages for chief officers of £100,000 and above are approved for staff leaving the organisation. Within Rhondda Cynon Taf, any such severance package will firstly be considered by the Voluntary Early Retirement Committee. This Committee will make a recommendation to full Council as to whether or not the Council should agree a particular severance package. Following consideration by full Council a vote will be taken on whether to agree the severance package.
- 7.5 However Members must be made aware of the statutory or contractual entitlements due to an employee and the consequences of non approval by Council which may allow an employee to claim damages for breach of contract.

The Welsh Government considers the following components of a severance package for chief officers should be included when determining whether the package exceeds £100k:

- (i) salary paid in lieu;
- (ii) lump sum redundancy / severance payment; and
- (iii) cost to the authority of the strain on the pension fund.

- 7.6 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Council Constitution and Scheme of Delegation.

## **8. Re-employment**

- 8.1 The Council will not re-employ or re-engage either as an employee, agency worker or consultant, any officer in receipt of an enhanced severance or redundancy payment which formed part of their early retirement. Those officers not of retirement age who accepted an enhanced severance payment as part of their voluntary redundancy will be precluded from being an employee, agency worker or consultant for a two year period following their termination.

## **9. Publication**

- 9.1 Upon approval by the full Council, this statement will be published on the Councils website.

## **10. Pay Relativities**

- 10.1 The lowest paid employee of the Council is paid at Grade 1 of the Council's pay and grading structure.
- 10.2 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this statement.
- 10.3 In accordance with the requirements of Section 38(2) of the Act this statement must state the relationship between the remuneration of chief officers and the remuneration of its employees who are not chief officers.
- 10.4 The statutory guidance issued by the Welsh Ministers under Section 40(2) of the Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010).
- 10.5 Hutton recommended the publication of an organisation's pay multiple -the ratio between the highest paid employee and the median average earnings across an organisation, as a means of illustrating that relationship and concluded that the most relevant measure for the median earnings figure should be the full time equivalent earnings of all staff employed.
- 10.6 In accordance with the recommendation of the Hutton report the ratio between the Chief Executive's pay and the median earnings of the workforce calculated using current pay levels within the Council is 1:7.
- 10.7 Whilst there is no legal requirement within Wales to do so, in the interests of transparency and equity, it is considered good practice to report on the Gender Pay Gap. Utilising the recommended calculation method, the combined pay gap within Rhondda Cynon Taf is 14.06%. Further details are contained within the Council's Annual Equality Report 2016/17 which will be published at the end of March 2018 and can be accessed at

<https://www.rctcbc.gov.uk/EN/Council/EqualityandDiversity/AnnualEqualityReport.aspx>

## **11. Independent Remuneration Panel**

- 11.1 In accordance with the Local Government (Democracy) (Wales) Act 2013, a new section 143A has been inserted into the Local Government (Wales) Measure 2011. This provision gives the Independent Remuneration Panel for Wales ("the IRP") powers to make recommendations in relation to any policy in an authority's pay policy statement which relates to the salary of the head of paid service.

11.2 If the Council proposes to change the salary of the head of paid service (except one which is commensurate to a change affecting the authority's other staff more generally) then the Council is obliged to consult the IRP about the proposed change. The Council is then required to have regard to the IRP's recommendations on the proposal.

11.3 The Local Government (Wales) Act 2015 has temporarily extended the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as Heads of Paid Service. An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The 2015 Act also provides that authorities will be able to reduce (but not increase) the salary payable to their head of paid service in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

## **12. Accountability and Decision Making**

12.1 The Council Constitution and Scheme of Delegation sets out the procedure for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to all employees of the Council.

## **13. Reviewing the Policy**

13.1 This statement outlines the current position in respect of pay & reward within the Council and the draft of this statement was considered at full Council on 28<sup>th</sup> March 2018. The statement will be reviewed and reported to Council on an annual basis.