

**RHONDDA CYNON TAF COUNCIL**

**MUNICIPAL YEAR 2013/2014**

**COUNCIL**

**26th MARCH 2014**

**JOINT REPORT OF THE DIRECTOR OF  
HUMAN RESOURCES AND THE DIRECTOR  
LEGAL & DEMOCRATIC SERVICES**

<b>Agenda Item No. 11</b>	
<b>THE COUNCIL'S 2014/2015 PAY POLICY STATEMENT</b>	

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**1. PURPOSE OF THE REPORT**

The purpose of this report is to provide Members with information in respect of the Council's 2014/2015 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 a pay policy statement.
- 3.2 The making of an annual statement is distinct from the Council's contractual and statutory obligations as employers and the process of making the statement therefore can have no effect on existing terms and conditions applying to individual employees.
- 3.3 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.

- 3.4 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.
- 3.5 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.
- 3.6 The Council must, in setting pay policy statements, have regard to any guidance issued by the Welsh Ministers. In February 2014, the Welsh Government published revised 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.
- 3.7 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.
- 3.8 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.

**APPENDIX A**

**RHONDDA CYNON TAF COUNCIL**

**PAY POLICY STATEMENT**

**2014/2015**

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## **1. Introduction & Purpose**

- 1.1 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 Employees covered by the JNC for Youth and Community Workers have their pay determined by that joint committee. 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.
- 3.4 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.
- 3.5 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.

- 3.5 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).
- 3.6 The Council does not operate a performance related pay system for any of its employees (including Chief Officers) and currently does not pay any market supplements.
- 3.7 From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure 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.

#### **4. 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
- Deputy Chief Executive
- Group Directors
- Director of Education and Life Long Learning
- Corporate Directors
- Service Directors
- Heads of Service

4.2 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.

#### **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.
- 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.
- 6.2 The Council publishes in the Council's Annual Statement of Accounts details of remuneration in respect of posts where the annual sum paid is at least £60,000.
- 6.3 In addition to basic salary, the Council pays all reasonable 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.
- 6.4 The Council must appoint a returning officer (currently the Chief Executive). 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. The details of any such fees paid are published in the Council's Annual Statement of Accounts.

## **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 Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

and Regulations 18, 19 and 30 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

7.2 Applications under these schemes are made in accordance with the Council Constitution and Scheme of Delegation. 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
  
- JNC Youth & Community Workers

7.3 Redundancy Payments are made in accordance with the 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 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 Council's 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.

## **11. Accountability and Decision Making**

- 11.1 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.

## **12. Reviewing the Policy**

- 12.1 This statement outlines the current position in respect of pay & reward within the Council and will be reviewed and reported to Council on an annual basis.