

## Appendix A

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### Pay Policy Statement - 2020/2021

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#### Purpose

As a responsible employer Leicestershire County Council is committed to delivering a fair, equitable and transparent policy covering pay and other employee benefits which improves flexibility in delivering services and provides value for money.

Within the framework of its terms and conditions of employment, the Council aims to develop and maintain appropriate pay systems and benefits packages to attract and retain motivated, flexible people who take responsibility, work as a team, improve performance and acquire new skills.

This Pay Policy Statement sets out the Council's policies relating to the pay of its workforce for the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, and in particular the:

- Remuneration of chief officers;
- Remuneration of the lowest-paid employees;
- Relationship between the remuneration of chief officers and employees who are not chief officers.

The statement meets the Council's obligations under the Localism Act 2011 and will enable the elected members of the Council to make decisions on pay.

The Council's Pay Policy Statement will be agreed by Full Council before the beginning of each financial year and will then be published on the County Council's website ([Click here](#)). The statement may also be amended by Full Council during the course of the year if necessary.

## Scope

This statement applies to all employees of Leicestershire County Council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services;
- Joint Negotiating Committee for Chief Officers of Local Authorities;
- Joint Negotiating Committee for Local Authority Chief Executives;
- School Teachers' Pay and Conditions (for Centrally Employed Teachers);
- Soulbury Committee.

It is not applicable to employees based in schools and colleges with delegated budgets.

## Definitions

For the purposes of this Pay Policy Statement the following definitions will apply:

### Remuneration

This includes three elements:

- Basic salary;
- Pension;
- Any other allowances arising from employment.

### Chief Officers

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the Council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- Its monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act.

In Leicestershire County Council this definition would apply to the posts set out in [Appendix A](#).

### Definition of a Day's Pay

The definition of a day's pay is the hours worked on the day multiplied by the employee's hourly rate of pay.

### Lowest Paid Employees

This refers to employees on Grade 2, Pay Point 1. This definition has been adopted as it is the lowest level of remuneration attached to a post within the Council. The lowest pay point value with effect from 1 April 2020 will be at least £9.00, which exceeds the projected National Living Wage rate at that date.

## Pay and Grading Structure

The grading of all posts in the Council, except Centrally Employed Teachers, is determined using the nationally recognised Hay Job Evaluation Scheme. This is to ensure that all posts are graded and therefore rewarded financially through a fair and non-discriminatory process, that there is consistency in treatment between posts and that the Council complies with equal pay legislation. The scheme is an analytical one that takes into consideration three key elements of a post:

- Know How - the levels of knowledge, skill and experience (gained through work experience, education and training) which are required to perform the job successfully;
- Problem Solving - the complexity of thinking required to perform the job when applying Know How;
- Accountability - the impact the job has on the organisation and the constraints that the job holder has on acting independently.

Part of the guidance from Hay when introducing the scheme was that there should be a minimum of a 33.3% differential between the Chief Executive and the highest paid Chief Officer.

Basic pay is paid in accordance with the evaluated grade of the post. Each grade comprises a range of pay points. A copy of the Council's pay and grading structure is attached at [Appendix B](#).

The introduction of the National Living Wage with effect from 1 April 2016 had a substantial impact upon the Council's pay structure, in particular the lowest pay grades. This was further compounded by the implementation of subsequent pay awards which followed the national pay award made by the NJC. From 1<sup>st</sup> April 2019, a revised pay structure was established which ensured that the provisions set out by the NJC pay award for 2019/20 were met. The Council's revised pay structure also addressed several other priorities including the introduction of meaningful progression, addressing some of the Council's recruitment and retention challenges, and some ability to accommodate future pay awards as appropriate.

Annual pay awards for all employees except Centrally Employed Teachers and those employed on Soulbury Committee conditions will be agreed by Employment Committee having regard to any agreement reached by the relevant national

negotiating bodies. The current pay award for all employees up to and including Grade 17 follows the national award made by the National Joint Council for Local Government Employees and covers the period up to 31 March 2020.

A pay award covering the same period has been agreed for employees on Joint Negotiating Committee (JNC) terms and conditions for Chief Officers, and JNC terms and conditions for Chief Executives. No national pay awards beyond the end of March 2020 have yet been agreed.

Annual pay awards for centrally employed teachers and those on Soulbury Committee conditions will be in accordance with those agreed by the respective national bodies.

Details of the national pay scales for Centrally Employed Teachers are available on the [Department for Education's website](#).

Employees in post when a pay award is due but who subsequently leave the Council before it is implemented are entitled to receive the difference in pay. To claim backdating from their date of leaving they must contact the Employee Service Centre, 0300 3030222, or email [escservicedesk@emss.org.uk](mailto:escservicedesk@emss.org.uk).

Details of senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement ([Click here](#)) and in the [Council's Statement of Accounts](#). A copy of the information for 2020/2021 contained in the Pay Policy Statement is attached at [Appendix A](#).

The 'pay multiple' - the ratio between the highest paid full-time equivalent (FTE) salary (Grade 22) and the median average salary of the Council's workforce - is 1:9.70 (excluding schools).

## Remuneration on Appointment

All employees are usually appointed to the minimum pay point applicable to the grade of the post. If the employee is already being paid above the minimum pay point, managers have discretion in some circumstances to appoint to a higher pay point, subject to the maximum of the grade.

Where it is necessary for a newly appointed employee to relocate to take up a post, the Council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

Employment Committee is given the opportunity to consider salary packages over £100,000 before new posts are established and advertised.

## Market Premia

There is provision for the award of market premia where a job has been evaluated under the Hay Job Evaluation Scheme and the resulting salary is proven to be out of step with the market rate for the job. The award of market premia is subject to the agreement of the Chief Executive in consultation with the Chairman or Vice Chairman of the Employment Committee. If approved, market premia are awarded for a two-year period. Details of the scheme can be found in the Council's Market Premia Policy and Procedure.

## Incremental Progression

### Centrally Employed Teachers

A locally agreed Pay Policy for Centrally Employed Teachers is in place from April 2014.

### Soulbury Employees

Employees covered by the Soulbury Agreement are eligible to receive annual increments on 1<sup>st</sup> September each year until they reach the maximum for the grade of their job.

### Other Employees

Subject to one year's satisfactory service in the grade, employees are eligible to receive annual increments on 1<sup>st</sup> April each year until they reach the maximum pay point for the grade of their job. Where circumstances warrant, accelerated increments may be granted by a Chief Officer.

### Career Graded Posts

Employees subject to career grade schemes will progress in line with the arrangements for that post.

## Additional Payments

Employees are eligible to receive a flat-rate enhancement for working at night.

Employees are eligible to receive enhancements for working on public holidays.

Employees in posts graded 1-9 who work additional hours are eligible to receive payment at plain time rate for hours worked; employees in Grades 10-14 who work additional hours are not eligible to be paid, but may receive time off in lieu (other than in exceptional circumstances, as set out in the Council's Smarter Working Policy); and for employees in Grades 15 and above, there is no entitlement to pay or time off in lieu for working additional hours. Details of these provisions are set out in the Council's Pay Arrangements Policy.

Employees required to "sleep in" on the premises receive an allowance as agreed by the National Joint Council for Local Government Services.

Employees required to participate in a standby rota due to the nature of their job will receive an allowance based on that agreed by the National Joint Council for Local Government Services as part of the annual pay award.

## Other Allowances

All senior officers on grade 18 and above receive allowances as detailed in the Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities and the Joint Negotiating Committee for Local Authority Chief Executives. However, where these conditions are silent, or do not cover an allowance or process, the Chief Executive and senior officers receive the same as those employees covered by the National Joint Council for Local Government Services.

A copy of the School Teachers' Pay and Conditions document can be found on the [Department for Education's website](#). Copies of the conditions of service for all other employees covered by this statement can be requested from the [Local Government Employers](#).

### Professional Fees

The Council reimburses annual registration or comparable fees to employees who are unable to practise their professions unless such fees are paid. Professional fees are also paid to employees who are being sponsored to undertake training leading to a professional qualification. However, once the qualification has been gained, the individual will become responsible for paying their own professional fees.

The Council pays the annual subscription for Chief Officers to Societies of Chief Officers and similar organisations.

### Car Allowances

All posts, including Chief Officers, within Leicestershire County Council may claim mileage paid at HRMC rates for business travel. The Council operates a lease car scheme for employees who undertake business travel which due to the benefit in kind taxation arrangements is currently under review.

### First Aid Allowances

Employees who are classified as a 'designated first-aider' are eligible to receive an allowance.

All designated first-aiders (but not appointed persons) will receive an allowance of 1% of the salary for pay point 5, pro rata to hours worked. The allowance will not be used in calculating any enhancements.

## Bonus Payments

The Council does not pay any group of employees a bonus.

## Pension Benefits

### Centrally Employed Teachers

All Centrally Employed Teachers are eligible to join the Teachers' Pension Scheme. Employees within Leicestershire Youth Service and Leicestershire Adult Learning Service may also join if their role gives eligibility to join the scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on the [Teachers' Pension Scheme website](#).

### Other Employees

All employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on [www.leics.gov.uk/pensions](http://www.leics.gov.uk/pensions).

The scheme allows for the exercise of discretion on the enhancement of retirement benefits. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees.

The scheme provides for flexible retirement. To be eligible to request flexible retirement, the Council requires that an employee must either reduce their working hours by a minimum of 40% and/or be appointed to a post on a lower grade. In applying this provision no distinction is made between employees.

Under the Local Government Pension Scheme, employees who return to work after drawing their pension will not have their pension abated (i.e. reduced or suspended) except where they have been previously awarded "added years".

The Council does not award "added years" to employees and has not done so since 2006.

## Honoraria

Subject to certain conditions, employees (excluding Centrally Employed Teachers) who are temporarily required to undertake some, or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honorarium and Acting-Up Policy and Procedure.

## Salary Protection

Details of the Council's salary protection provisions that apply to employees who are redeployed into a new post because of organisational change can be found in the Council's Organisational Change Policy and Procedure.

Details of the Council's salary protection provisions that apply to employees whose post is downgraded because of a grading review can be found in the Council's Job Evaluation Guidance.

The provisions relating to safeguarding (pay protection) set out in the School Teachers Pay and Conditions Document apply to centrally employed teachers. Other Council employees are eligible to receive salary protection for a period of up to one year if they are redeployed into a lower-graded post, with the amount of protection depending on the difference between the grades of their former job and new job.

## Severance Payments

### **Early Retirement (Efficiency of Service)**

The Local Government Pension Scheme allows employers certain discretionary powers, but the Council's usual policy is not to enhance pension benefits for any employee. Therefore, there are no provisions for employees to seek early retirement on the grounds of efficiency of the service.

### **Redundancy**

The Council has a single redundancy scheme which applies to all employees. Redundancy payments are calculated in accordance with the Employment Rights Act 1996 and the 2006 Discretionary Compensation Regulations and are based on the employee's age, length of continuous local government service and salary. Details of the redundancy scheme can be found in the Council's Organisational Change Policy and Procedure.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued annual leave.

Employees who have TUPE transferred into the Council on redundancy terms which are more favourable than those detailed above will retain these provisions as per TUPE legislation.

Full Council will be given the opportunity to vote on severance packages over £100,000 before they are approved.

## Re-Engagement of Employees

Where employees have left the Council's employment due to voluntary redundancy (with or without release of pension benefits) or settlement agreement within the last 12 months, re-engagement will only be considered in exceptional circumstances where there is a business-critical reason. Details can be found in the Council's Policy on the Re-Engagement of Former Employees<sup>1</sup>.

The above restriction does not apply where an employee was dismissed on the grounds of voluntary redundancy but without an entitlement to a redundancy

<sup>1</sup> Please note that the term voluntary redundancy does not apply to those employees who have volunteered to be made compulsorily redundant.



payment and/or pension benefits, or where an employee was made compulsorily redundant.

Where it is agreed that a former employee should be offered re-employment with the Council during the 12 month non-re-engagement period, the individual will be required to repay either all or a proportion of the severance payment received from the Council. The amount to be recovered will depend on the time that has elapsed since they received the payment. The individual must be advised of this requirement when they are provisionally offered the post.

Any necessary adjustments to pension would be made in accordance with the scheme regulations.

Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence this post within 4 weeks of that date are not eligible to receive their redundancy payment.

## **Publication and Access to Information**

This Pay Policy Statement will be published on the Council's website, together with the Council's pay and grading structure and information relating to senior management remuneration.

## Appendix A - Senior Management Remuneration 2018/2019

The information below shows the total pay received by Senior Officers (as defined in the Localism Act) within the County Council for the financial year 2018/19. It does not include Head Teachers. The figures include taxable benefits i.e. lease car payments made for these positions during the year 2018/19.

All the jobs listed below have been ranked in terms of level of responsibility within a job evaluation framework applied to all County Council employees (excluding teaching staff). Rates of pay have then been determined with reference to market rates within similar local government authorities.

Post title	Total Pay
	£'000
<b>Chief Executive's Department</b>	
Chief Executive	199
Director of Law and Governance	111
Assistant Chief Executive	93
Head of Regulatory Services	62
<b>Public Health</b>	
Director of Public Health	133
<b>Corporate Resources</b>	
Director of Corporate Resources – S151 Officer <sup>2</sup>	126
Assistant Director - Corporate Services	117
Assistant Director - Customer Services and Operations	117
Assistant Director - Strategic Finance & Property	83
Chief Digital & Information Officer	94
<b>Children and Young People's Service</b>	
Director of Children & Family Services <sup>3</sup>	61
Assistant Director - Children's Social Care	93

<sup>2</sup> The previous director left post in April 2018. The current director was appointed to in March 2018, overlapping with the previous director. The annualised salary for the current director is £120k.

<sup>3</sup> An interim director was employed via an agency prior to September 2018, at which point the 'Director of Children & Family Services' was appointed. The annualised salary for this post is £120k.

Assistant Director - Education and Early Help <sup>4</sup>	50
<b>Adults and Communities</b>	
Director	133
Assistant Director - East	94
Assistant Director - Strategy	98
Assistant Director - West	94
<b>Environment and Transportation</b>	
Director	120
Assistant Director - Development and Growth	104
Assistant Director - Environment and Waste Management	90
<b>Eastern Shires Purchasing Organisation (ESPO)</b>	
Director	124
Assistant Director - Finance	81
Assistant Director - Procurement & Compliance <sup>5</sup>	65
Assistant Director - Operations	87

<sup>4</sup> The 'Assistant Director – Education and Early Help' left post in September 2018 and was replaced in March 2019. The annualised salary for this post is £88k.

<sup>5</sup> An 'Assistant Director - Procurement & Compliance' was appointed to in July 2018. The annualised salary for this post is £88k.

## Appendix B - Pay and Grading Structure

### Leicestershire County Council Grade Structure

April 2018 - March 2020

Grade	Pay Point 18/19	Salary from 1 April 2018	Hourly Rate 1 April 2018	Pay Point 19/20	Salary from 1 April 2019	Hourly Rate 1 April 2019
2				1	£17,367	£9.00
	3	£16,401	£8.50	2	£17,538	£9.08
3	4	£16,401	£8.50	3	£17,712	£9.17
	5	£16,500	£8.55	4	£17,862	£9.25
4	6	£16,626	£8.61			
	7	£16,776	£8.69	5	£18,066	£9.36
	8	£16,989	£8.80	6	£18,246	£9.45
5	9	£17,007	£8.81			
	10	£17,076	£8.84	7	£18,426	£9.54
	11	£17,394	£9.01	8	£18,795	£9.74
6	12	£17,790	£9.21			
	13	£18,165	£9.41			
	14	£18,543	£9.60	9	£19,173	£9.93
	15	£18,849	£9.76	10	£19,554	£10.13
7	16	£19,299	£10.00	11	£19,947	£10.33
	17	£19,728	£10.22	12	£20,346	£10.54
	18	£19,959	£10.34	13	£20,751	£10.75
	19	£20,544	£10.64	14	£21,168	£10.96
8	20	£21,144	£10.95	15	£21,591	£11.18
	21	£21,762	£11.27	16	£22,464	£11.64
	22	£22,404	£11.60	17	£22,911	£11.87
	23	£23,112	£11.97	18	£23,838	£12.35
9	24	£23,868	£12.36	19	£24,801	£12.85
	25	£24,660	£12.77	20	£25,296	£13.10
	26	£25,500	£13.21	21	£26,319	£13.63
	27	£26,397	£13.67	22	£26,925	£13.95
10	28	£27,387	£14.19	23	£27,936	£14.47
	29	£28,443	£14.73	24	£29,013	£15.03
	30	£29,556	£15.31	25	£30,147	£15.62
	31	£30,762	£15.93	26	£31,377	£16.25

11	32	£31,464	£16.30	27	£32,094	£16.62
	33	£32,238	£16.70	28	£32,883	£17.03
	34	£33,069	£17.13	29	£33,732	£17.47
	35	£33,972	£17.60	30	£34,653	£17.95
12	36	£35,025	£18.14	31	£35,727	£18.51
	37	£36,144	£18.72	32	£36,867	£19.10
	38	£37,338	£19.34	33	£38,085	£19.73
	39	£38,631	£20.01	34	£39,405	£20.41
13	40	£39,903	£20.67	35	£40,701	£21.08
	41	£41,217	£21.35	36	£42,042	£21.78
	42	£42,600	£22.07	37	£43,452	£22.51
	43	£44,082	£22.83	38	£44,964	£23.29
14	44	£45,501	£23.57	39	£46,413	£24.04
	45	£47,010	£24.35	40	£47,952	£24.84
	46	£48,612	£25.18	41	£49,584	£25.68
	47	£50,343	£26.08	42	£51,351	£26.60
15	48	£51,975	£26.92	43	£53,016	£27.46
	49	£53,694	£27.81	44	£54,768	£28.37
	50	£55,491	£28.74	45	£56,601	£29.32
	51	£57,363	£29.71	46	£58,512	£30.31
16	52	£59,652		47	£60,846	
	53	£62,085		48	£63,327	
	54	£64,686		49	£65,982	
	55	£67,566		50	£68,919	
17	56	£70,563		51	£71,976	
	57	£73,704		52	£75,180	
	58	£77,001		53	£78,543	
	59	£80,457		54	£82,068	

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