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Pay Policy Statement 2012/13

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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 benefit 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 April 2012 to 31 March 2013 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. The policy may also be amended by Full Council during the course of the year if necessary.

Scope

This policy and procedure 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.

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

Principles

The Council's commitment to equality of opportunity will be observed at all times during the operation of this policy. This will ensure that employees are treated fairly and without discrimination on the grounds of race, nationality, ethnic or national origins, sex, marital status or civil partnership, disability, age, sexual orientation, trade union membership or activity, political or religious belief, maternity or pregnancy, gender re-assignment and unrelated criminal conviction.

All pay-related decisions will be taken in compliance with relevant legislation, including the Equality Act 2010, Agency Workers Regulations 2010, Employment Act 2002, Fixed-term Workers (Prevention of Less Favourable Treatment) Regulations 2002, Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Employment Relations Act 1999 and the Employment Rights Act 1996.

Job Evaluation

The grading of all posts in the Council, except centrally employed teachers, is determined using the nationally recognised Hay Job Evaluation Scheme. This is in order 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 3 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.

Each grade comprises a range of pay points. A copy of the Council's pay and grading structure can be found at http://website/hr_lcc_grade_structure.pdf and is attached at Appendix A.

Basic pay will be paid in accordance with the evaluated grade of the post.

Details of Chief Officer remuneration for 2010/2011 can be found at: http://website/index/your_council/budget.htm and is attached at Appendix B. Part of the HAY guidance on Chief Officer salary requires a 33.3% differential between the Chief Executive and highest paid Chief Officer. In future, Employment Committee will be given the opportunity to consider salary packages (over £100,000) before new posts are established and advertised.

The 'pay multiple' – the ratio between the highest paid full-time equivalent (FTE) salary (Grade 22) and the mean average salary of the Council's workforce – is 7.8 (8.5 ESPO).

There has been no annual pay award to any group of staff since 1 April 2009.

Pay Progression

Subject to one year's service in the grade¹, employees covered by the conditions of service of the National Joint Council for Local Government Services are eligible to receive annual increments on 1 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.

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 2-year period. Details of the scheme can be found in the Council's Market Premia Policy and Procedure.

¹ Subject to agreement by the Employment Committee on 28/02/12

Honoraria

Subject to certain conditions, employees 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 Honoraria and Acting-Up Policy and Procedure.

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; and for employees in Grades 15 and above, there is no entitlement to pay or time off in lieu for working additional hours.²

Details of these payments will be set out in the Council's new Pay Policy.

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

Pension Entitlement

All employees 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 at www.lgps.org.uk.

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.

² Subject to agreement by the Employment Committee on 28/02/12

Under the Local Government Pension Scheme there is no abatement (i.e. reduction or suspension) of pensions for employees who return to work after drawing their pensions except in the circumstance where they have previously been awarded “added years”.

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

Severance Payments

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.

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

Details of the redundancy scheme can be found in the Council’s Organisational Change Policy and Procedure.

Salary Protection

Details of the Council’s salary protection provisions that apply to employees who are redeployed into a new post as a result of organisational change can be found in the Council’s Organisational Change Policy and Procedure. 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 year³ if they are redeployed into a lower-graded job, with the amount of protection depending on the difference between the grades of their former job and new job.

Bonus Payments

The Council does not pay any group of employees a bonus, apart from employees of the Eastern Shires Purchasing Organisation (which is currently subject to negotiation as the Council is seeking to remove the bonus payment).

³ Subject to agreement by the Employment Committee on 28/02/12

Allowances

All Chief Officers 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 Chief Officers receive the same as those employees covered by the National Joint Council for Local Government Services.

In addition, there are also the following agreed Local Conditions of Service in respect of Chief Officers:

- Chief Officers receive a compound allowance for in-county mileage undertaken as part of their role. The formula for calculating this allowance is 5,200 x either the Council's lease car mileage rate or Essential Car User mileage rate⁴, depending whether the individual has a lease car or their own vehicle;
- The Council pays the annual subscription for Chief Officers to Societies of Chief Officers and similar organisations and also pays for travel and subsistence at appropriate rates in respect of any meetings attended.

A copy of the Joint Negotiating Committee's Handbook for Chief Officers of Local Authorities can be downloaded from the following website: <http://www.emcouncils.gov.uk/Chief-Officers>.

A copy of the Joint Negotiating Committee's Handbook for Local Authority Chief Executives can be requested through the following website: www.lge.gov.uk.

A copy of the Conditions of Services for the National Joint Council for Local Government Services can be requested through the following website: www.lge.gov.uk.

Benefits in Kind

Where eligible, employees are able to apply for the use of a lease car in order to undertake the duties of their role. Historically, lease cars have also been attached to the Chief Officer role owing to the need for them to undertake frequent evening and weekend business mileage.

⁴ Proposed to amend to HMRC-approved Mileage Allowance Payment rate with effect from 05/04/12, subject to agreement by the Employment Committee on 28/02/12
Pay Policy Statement v1.4
Last date amended: 17/02/12
Date created: 21/12/11
Agreed at
Date agreed:

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 Chief Officer remuneration.

Appendix A

Leicestershire County Council Pay and Grading Structure (effective from 1 April 2009)

GRADE	Pay Point	Salary 01/04/09
THERE IS NO GRADE		
	1	
2	2	12,144
	3	12,312
3	4	12,486
	5	12,789
4	6	13,188
	7	13,605
	8	14,049
5	9	14,475
	10	14,943
	11	15,444
6	12	15,828
	13	16,239
	14	16,656
	15	17,097
7	16	17,568
	17	18,066
	18	18,582
	19	19,125
8	20	19,683
	21	20,259
	22	20,859
	23	21,519
9	24	22,218
	25	22,959
	26	23,739
	27	24,576

10	28	25,497
	29	26,481
	30	27,516
	31	28,638
11	32	29,295
	33	30,012
	34	30,789
	35	31,629
12	36	32,607
	37	33,651
	38	34,764
	39	35,970
13	40	37,152
	41	38,376
	42	39,660
	43	41,043
14	44	42,360
	45	43,770
	46	45,261
	47	46,869
15	48	48,390
	49	49,992
	50	51,663
	51	53,403
16	52	55,539
	53	57,804
	54	60,225
	55	62,907
17	56	65,697
	57	68,625
	58	71,694
	59	74,910
18	60	78,114
	61	81,462
	62	84,939
	63	88,578
19	64	97,704
	65	102,204
	66	107,019
	67	112,203
20	68	115,764
	69	119,499
	70	123,447
	71	127,689

21	72	125,523
	73	131,298
	74	137,337
	75	143,655
22	76	167,985
	77	173,949
	78	180,213
	79	186,981

Appendix B

Leicestershire County Council Senior Management Pay 2010/11

The information below shows the total pay received by Senior Officers within the County Council for the financial year 2010/11. It does not include Head Teachers. The figures include taxable benefits i.e. lease car payments made for these positions during the year 2010/11.

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	
Chief Executive's Department	
Chief Executive	192
County Solicitor	117
Assistant Chief Executive	97
Head of Legal Services	89
Head of Youth Justice & Safer Communities	75
Head of Democratic Services	74
Head of Planning	64
Head of Regulatory Services	63
Corporate Resources	
Director of Corporate Resources	147
Head of Organisational Development	112
Head of ICT	91
Head of Property & Asset Management	90
Head of Strategic HR	89
Head of Strategic Finance	85
Head of Shared Services & Customer Services	89
Strategic Change Manager	72
Head of Corporate Procurement	63
Head of Business Support	59
Corporate Information Manager	52
Children & Young People's Service	
Director of Children & Young People's Service	131
Assistant Director of CYPS	89
Assistant Director of CYPS	89
Assistant Director of CYPS	88
Assistant Director of CYPS (left part way through year – includes redundancy)	112
Assistant Director of CYPS	82

Adults & Communities	
Director of Adults & Communities	132
Assistant Director of Adults & Communities	89
Assistant Director of Adults & Communities	88
Assistant Director of Adults & Communities	81
Assistant Director of Adults & Communities	86
Environment & Transportation	
Director of Environment & Transport	130
Assistant Director of Environment & Transport	88
Assistant Director of Environment & Transport	89
Assistant Director of Environment & Transport	90
Eastern Shires Purchasing Organisation	
Director *	76
Deputy Director **	84
Assistant Director	73
Assistant Director	73
Assistant Director	67
Executive Director (East Midlands Councils hosted by LCC)	91

*Retired 30/09/10 - salary reflects 6 months remuneration

**Changed from full time to part time on 01/09/10