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Pay Policy Statement 2018-2019

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1. Introduction

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers. It was approved by Full Council on 5th April 2018.

2. Purpose and aim of the policy statement

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.

3. Policy statement

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Cornwall and its communities. The policies that support these objectives are summarised in section 5.

4. Scope

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees. The senior employee is the

Council's Clerk and Responsible Financial Officer. The Council's lowest paid employees are those whose terms and conditions of employment are established by the National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees aged over 25 receive a salary equivalent to the minimum of spinal column point 13 on the National Association of Local Council's pay structure. The Council will honour the Living Wage Foundation Living Wage as its pay structure minimum. This will mean that its lowest paid employees will be paid £8.45 per hour (or nearest SCP) with effect from 1 July 2017. This is currently SCP13 £8.57.

5. Policy details

The policies set out below apply to the Council's senior officers and its lowest paid employees unless otherwise stated.

5.1 Pay structure

The Council's pay structure for the relevant employees consists of 5 job roles with salary point and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles. Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre.

The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council.

The Council's Staffing Committee is responsible for, amongst other things, recommending the remuneration of the Clerk. Further details on the responsibilities of Staffing Committee are set out in its terms of reference which are available on the Council's office.

Where an employee is promoted or regraded to a higher grade they should receive an immediate pay increase.

The Council has agreed that it will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure.

The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay policy statement.

5.2 Job evaluation

Job evaluation is used to determine the relative value of roles within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade for each role. The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

5.3 Market supplements

In exceptional circumstances, the Council may pay a market supplement in addition to the salary for a role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or ceased as necessary according to the labour market evidence for the role in question.

5.4 Premium payments

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Friday. For some employees who are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

5.4.1 Overtime

Overtime is time worked beyond the standard (37 hours) or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu. All paid overtime is subject to authorisation in advance by the Clerk. Overtime is paid at plain time with the exception of emergency recall to work after 8pm which attracts a 50% plusage + mileage.

5.4.2 Work on public holidays

Work on public holidays is compensated by time-off in lieu.

5.5 Allowances

5.5.1 First aid allowances

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment. An Addition SCP within the salary range is granted to full time employees designated as recognised first aiders provided that they maintain a current First Aid Certificate. In the case of part-time employees, a pro rata payment is made.

5.5.2 Professional fees

The Council pays the professional fees of employees where the Council's Staffing Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

5.6 Business travel and expenses

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Council's policy not to pay for first class travel.

5.6.1 Mileage allowances

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

5.6.2 Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for

reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Full Council for the Clerk.

5.7 Pensions

The Council's policy is not to grant augmented benefits under the Local Government Pension Scheme except where it is essential to do so in order to facilitate a tangible and specific organisational benefit.

The Council's policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

5.8 Salary and pension payments

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process. The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund.

5.9 Retirement

5.9.1 Early retirement

The Council's policy is not to allow employees to retire early with an unreduced pension unless a financial saving can be achieved within a period of no more than two years and there is a benefit to the service. However, from 1 April 2014, under the Local Government Pension Scheme Regulations, employees aged 55 or over have the ability to cease employment and draw a reduced pension.

5.9.2 Flexible retirement

The Council permits flexible retirement only where there is either a financial or operational benefit to the Council and where the employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings. In addition, the Council will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the Council must be recovered within a two year period.

5.10 Sickiness

Employees are entitled to receive an allowance in accordance with the following scale:

During 1st - year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd - year of service	2 months full pay and 2 months half pay.
During 3rd - year of service	4 months full pay and 4 months half pay.
During 4th & 5th - year of service	5 months full pay and 5 months half pay.
After 5 years' service	6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half pay, the rate of pay for the agreed salary month will be used.

6. Pay Multiple

The "pay multiple" is defined as the ratio between the highest paid salary and the median full time equivalent salary of the Council's workforce. The ratio is 1.77:1.

7. Consultation and engagement

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

8. Performance and risk management

In accordance with the requirements of the Localism Act, this policy statement will be kept under review and, as a minimum, will be reviewed and updated on at least an annual basis to ensure an accurate pay policy statement is published ahead of each financial year. The annual review will be facilitated and coordinated by the Clerk

9. Communicating the policy

The Council will publish its pay policy statement on its website.

10. Changes to the policy

The Council may, at any time, by resolution of the Council, amend this pay policy statement.

11. Information and training

Further information relating to this pay policy statement can be obtained from the Clerk.

12. Evaluation and review

The pay policy statement will be subject to review by no later than 31/03/2019.

Prepared by
Esther Greig
Camelford Town Clerk and Responsible Financial Officer
23rd March 2018