

**CABINET:19 MARCH 2015**

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**PAY POLICY 2015/16**

**REPORT OF CORPORATE DIRECTOR RESOURCES**

**AGENDA ITEM: 8**

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**PORTFOLIO: CORPORATE SERVICES AND PERFORMANCE  
(COUNCILLOR GRAHAM HINCHEY)**

**Reason for this Report**

1. To ask the Council to agree a Pay Policy Statement for 2015/16, in accordance with the requirements of the Localism Act 2011.

**Background**

2. The City of Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement will provide a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a pay policy statement on an annual basis. The first statement was in place by 31<sup>st</sup> March 2012 and they have been produced annually since. Agreement (and subsequent publication) of this fourth annual Pay Policy Statement will ensure continued compliance with this legislation.
4. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales
5. The legislation also requires the Council to provide information about severance/redundancy payments that are made to employees who leave the organisation. The Voluntary Severance policy was last reviewed by Cabinet in January 2015 with the changes taking effect from 3<sup>rd</sup> April 2015.

6. The annual pay policy reflects the requirements of the Standing Orders (Wales) Amendment Regulations 2014.
7. The above amendments to Standing Orders introduced a new requirement that: *“The relevant authority [i.e. full Council] must determine the level, and any change in the level, of the remuneration to be paid to a chief officer”*
8. The impact of this amendment is that *all* changes to chief officer pay must be voted on by full Council, not just those which are determined locally. This includes any pay rises which have been nationally negotiated by the JNC for Chief Officers and these now cannot be paid unless and until they have been agreed by full Council. As the Chief Officers (including Operational Managers) of this Authority are employed under JNC terms and conditions which are incorporated into their contracts of employment, they will be contractually entitled to any JNC pay rises and a decision to withhold payment (unless preceded by action to effect appropriate changes to contracts) could result in claims against the Authority of ‘unlawful deduction from wages’ or ‘breach of contract’.
9. Clearly seeking full Council’s determination to pay JNC nationally agreed pay rises at the time they are agreed is likely to cause delay in their payment. The WLGA has therefore pursued this matter with Welsh Government on behalf of local authorities in order to seek a pragmatic solution. As a result it has been agreed that the requirement that full Council must determine nationally agreed contractually entitled pay rises for Chief Officers can be met by full Council voting to on an appropriate resolution to insert a suitable clause in their Pay Policy Statements to cover this issue. One of the recommendations of this Report is presented to enable this Authority to meet this new requirement as outlined.
10. Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then that would need to be a decision of Full Council, and the Pay Policy Statement would need to be amended again to reflect that decision. The Council’s commitment regarding the payment of all national pay awards is also reflected in the “Partnership for Change: Reform Agenda “ report, agreed by Cabinet in January 2015. Attached as Appendices 2 and 3 are the 2015/16 Pay Award Agreements for NJC for Local Government Services and JNC for Chief Officers
11. Welsh Government guidance on Pay Policy Statements has stated that where a Chief Officer is in receipt of a severance package above £100,000 this must be agreed by full Council. The cap on redundancy payments in the Council from 3 April 2015 is £20,880 (£21,375 from 6<sup>th</sup> April 2015 as the weekly maximum rises to £475) so a redundancy payment alone will not need to go to full Council. However, any salary paid in lieu and the full cost of early release of pension must be included when looking at the total cost of a package and so there may be instances where agreement of full Council will be required. This is incorporated into the proposed policy in paragraph 37. It should be noted

that the WLGA are currently seeking QC advice on the Welsh Government guidance relating to a number of matters including severance packages above £100,000 being agreed by Council.

12. The policy also reflects the proposed changes to Tier 1 senior management structure of the Council as final proposals were agreed by Cabinet, Employment Conditions Committee and Council in February.2015.

### **Reasons for Recommendation**

13. To respond to the legal requirement under the Localism Act 2011 but production of the policy statement will also provide openness and accountability in how the Council rewards it staff.

### **Legal Implications**

14. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2015/16 must therefore be approved by 31<sup>st</sup> March 2015. The Act requires the Policy to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies. The proposed Pay Policy for 2015/16 meets the requirements of the Act and Welsh Government Guidance. The Pay Policy must be published on the Council's website. The Council's pay structures are considered to be compliant with Equalities legislation.

### **Financial Implications**

15. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's Budget for 2015/16

### **Human Resource Implications**

16. The recommendation will not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.

## **RECOMMENDATIONS**

Cabinet is recommended to:

- 1) Approve the attached Pay Policy Statement 2015/16 (Appendix 1) for consideration by Council on 26 March 2015
- 2) In light of the issues outlined in paragraphs 7-10 of this report, recommend to Council that the Authority's Pay Policy Statement will include the following paragraph:

14.2 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same

is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

- (3) recommend to Council that the national pay award for JNC Chief Officer from 1<sup>st</sup> January 2015 be agreed. The pay award is 2% for salaries below £99,999. There is no pay award for salaries above £100,000.

**CHRISTINE SALTER**

Corporate Director Resources

13 March 2015

*The following appendices are attached:*

Appendix 1 – Pay Policy Statement 2015/16

Appendix 2- NJC for Local Government Services : Pay Award Agreement  
2015/16

Appendix 3 – JNC for Chief Officers : Pay Award Agreement 2015/16

## CITY OF CARDIFF COUNCIL

### PAY POLICY STATEMENT 2015/ 16

#### INTRODUCTION AND PURPOSE

1. The City of Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay are crucial to maintaining equality across the Council. The production of a Pay Policy Statement supports this approach and will provide transparency. This Policy statement also reflects proposed amendments to the Tier 1 Senior Management structure and responsibilities , agreed by Cabinet , Employment Conditions Committee and Council in February 2015 .

#### SCOPE

2. The Localism Act 2011 requires authorities to develop and make public a pay policy statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officer and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

#### LEGISLATION

3. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
4. This policy statement incorporates the Cardiff Council's pay policy statement as required by the Localism Act 2011.

#### RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £570 million (2015/16) and for the employment of 13,437 employees (as at December 2014). The Council provides services to a total population of 346,100 residents(according to the 2011 Census). Cardiff Research Centre has given an updated figure for mid 2013 as 351,700 residents. In January 2015 the Council was recorded as having a Council housing stock of 13,646 and in September 2014 there were 52,352 pupils enrolled in our

schools. During 2013 there were also 18.9m visitors that came to the city, of those some 17.07m were day visitors.

## DEFINITIONS

6. **Chief Officer** – the Localism Act 2011 defines Chief Officer as:
- Head of Paid Service - in Cardiff this is the Chief Executive
  - Monitoring Officer – in Cardiff this is the Director of Governance & Legal Services
  - Statutory Chief Officers – in Cardiff these are -
    - Director for Education and Lifelong Learning,
    - Director of Social Services
    - Corporate Director Resources who undertakes the role of Section151 Officer
  - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service so in Cardiff this would be –
    - Director for Economic Development
    - Director for City Operations
    - Director for Communities, Housing and Customer Services.
  - Deputy Chief Officers – this refers to officers that report directly to statutory or non-statutory Chief Officers. In Cardiff this includes –
    - Assistant Director for Education and Lifelong Learning
    - Assistant Director for Children’s Services
    - Assistant Director for Environment
    - Assistant Director for Housing and Communities
    - Assistant Director for Customer Services and Communities
    - Chief Officer for Finance
    - Chief Officer for Change and Improvement
    - Chief Officer for HR People Services

There are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Directors of Economic Development; Governance and Legal Services; Social Services; and City Operations ) and so for the purposes of this policy these posts are included within this definition. Operational Managers are employed on the same terms and conditions as the Council’s Heads of Service and Chief Officers as indicated in paragraph 13.1.

7. **Lowest Paid Employees** – the Localism Act 2011 requires the Council to define its ‘lowest paid employee’ within our pay policy statement. Within Cardiff Council our lowest paid employees are those appointed on SCP5 of the NJC nationally agreed pay spine. However, since 1st September 2012 Cardiff Council has adopted the Living Wage for its' employees. Therefore, the minimum pay is currently £7.65 per hour. This is to rise to £7.85 per hour from 1st April 2015.
8. **Pay** – the Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term **pay** used in this policy.

## KEY PRINCIPLES

9. This policy statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
10. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, i.e. flexible working, access to learning, etc.
11. To ensure these principles are embedded the Council will ensure that there are clear and rational processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
12. Any policy statement on pay has to be affordable and support the provision of high quality public service.

## **PAY DETAILS**

13. Pay Ranges – previous ‘NJC Green Book’ and ‘JNC Craft’ Employees
  - 13.1 All previous NJC Green Book and JNC Craft positions within the Council have gone through a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme, following the signing of Collective Agreements with UNISON, GMB and Unite.(Green book) and UNISON, GMB , Unite and UCATT (JNC Craft)
  - 13.2 The Council has linked the scores from the job evaluation results directly to the NJC pay structure. This national pay structure ranges from spinal column point (SCP) 5 to 49 which equates to £13,500 to £42,032. Within Cardiff we have agreed 10 grades that span across SCPs 5-46 which equates to £13,500 to £40,217. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council’s Single Status Collective Agreement. The agreed grades can be seen at Annex 1.
  - 13.3 When negotiating the Single Status Collective Agreement it was agreed that the Council would not use the lowest point of SCP4 and so we deleted that from our pay range. This had a positive impact on the lowest paid employees of the Council. However, please note that as per paragraph 6 the Council since September 2012 has paid the Living Wage.
  - 13.4 As part of the 2015/16 budget , the Council reinstated the 1 hour reduction in the working week/2.7% pay contribution which was in place as part of the Workforce Package from 1 August 2014 - 31 March 2015 . .
14. Pay Ranges –Chief Officers and Operational Managers
  - 14.1 Posts at Operational Manager and above are employed on JNC Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Hay Job Evaluation Scheme since 1999.

- 14.2 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.
- 14.3 The Council has an agreed single pay point for the post of Chief Executive which was last reviewed in June 2013 when the post was to be advertised.. The Tier 1 Senior Management Restructure agreed by Cabinet , Employment Conditions Committee and Council has remodelled this team by the deletion of 7 posts and the creation of 3 new posts. The 3 new posts will be at a salary of £120,000 as confirmed by Employment Conditions Committee. As not directly impacted at this stage by the Tier 1 review , the single pay points for Chief Officers and Assistant Directors remain as agreed as part of the previous restructure , following Cabinet of 11 October 2012 and Employment Conditions Committee on 5 November 2012. Further, Operational Manager posts are also not directly impacted by this Tier 1 restructure and their 2 different ranges of pay remain as they are. The pay is as follows:

<b>Level</b>	<b>Salary*</b>
Chief Executive	£170,000
Corporate Director Resources	£130,000
Directors	£120,000
Chief Officers Assistant Directors	£81,600
Operational Managers	<u>Level 1</u> 5 points from £53,596 - £65,313 <u>Level 2</u> 5 points from £43,8622 - £52,984

\* Effective from 1<sup>st</sup> January 2015 in line with JNC for Chief Officers national pay agreement. The 2015/16 JNC for Chief Officers Pay Award Notification is attached. National Pay award for JNC for Chief Executives not yet finalised

- 14.4 When a Hay Job Evaluation is carried out on Chief Officers posts Hay are asked to provide information about salary levels based on their assessments of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity. Any report from Hay on changes to salary levels would be presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution: *(a) To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers. (b) To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.*



14.5 Since 2009/10 the Council has published pay details for Chief Officer posts on its website, while prior to this the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance'. The Chief Executive pay has been published on the website since 2010.

14.6 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [ 1:11] and; between the lowest paid employee and median Chief Officer as [ 1.4].

The multiple between the median full time equivalent earnings and the Chief Executive is [1:9 ] and; between the median full time equivalent earnings and median Chief Officer is [1.3].

These figures are based on current basic salary on 1st April 2015.

14.7 The Council does not use performance related pay or bonuses for Chief Officers.

15. Pay Ranges – Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

15.1 The Council also has employees on other national terms and conditions, i.e. JNC Youth and Community, Soulbury and Teacher terms and conditions. Pay for these is based on the relevant nationally agreed rates of pay. JNC Youth and Community are at Annex 2 and Soulbury are at Annex 3.

16. Incremental Progression – all employees

For 'Green Book' , 'Craft' employees and Operational Managers incremental progression is not automatic but is dependent upon a successful performance review. Following a successful performance review increments are normally effective from the 1<sup>st</sup> April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement and for Operational Managers this is contained within their national terms and conditions.

17. Salary on Appointment – all employees

Posts are advertised on the agreed grade/ range for that particular post and information regarding the minimum and maximum pay is provided in the advertisement. In practice most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate's current level of pay in particular circumstances.

18. Pay Review – all employees

All pay is reviewed in line with the national pay awards negotiated by the local government employers in conjunction with the recognised Trade Unions at a national level. Please see paragraph 14.2 in relation to JNC for Chief Officer national pay awards

19. Market supplements – all employees

It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the new Market Supplement Scheme agreed as part of the Council's single status package. The scheme is applicable to all those covered by the green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions.

**ADDITIONAL PAYMENTS**

20. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are now paid on the same terms and conditions and pay scales through job evaluation. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

21. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. For the financial year 2015/16 payments for interview expenses, relocation expenses and professional subscriptions ( which are not legal requirements of a post ) will continue to cease in order to manage a budget deficit.
22. Chief Officers and Operational Managers – the following additional payments are made:
- 22.1 Car, motorcycle and bicycle allowances - the Council has negotiated with trade unions to harmonise car allowances for all Council employees and uses the single rate based on the HMRC arrangements that will be paid for business mileage, i.e. currently 45p per mile.
- 22.2 Interview Expenses and Relocation Assistance For the financial year 2015/16 both of these will continue to cease in order to manage a budget deficit.
- 22.3 Professional Subscriptions – For the financial year 2015/16 these will continue only be paid by the Council where it is an essential requirement of the post..
- 22.4 Returning Officer fees - the appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act 1983. In Cardiff whilst the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive, it continues to be carried out by the Corporate Director Resources . The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh

Government in respect of its election and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections.

### 23. Other Employees

The Council is looking to negotiate with trade unions to harmonise the additional payments for JNC Youth and Community and Soulbury employees with those paid to 'Green Book' and 'Craft' employees. Due to the work associated with the workforce package implemented by the Council, negotiations for the other groups have been delayed and will start in the next financial year.

## HONORARIA AND ACTING UP SCHEMES

24. The Council has schemes for the payment where an employee acts up into a post at a higher level of pay or where they undertake additional duties at a higher level of responsibility. These schemes are applicable for all Council employees. For the financial year 2015/16 use of the honoraria scheme will continue to be withdrawn in order to manage a budget deficit.

## ANNUAL LEAVE

25. Green Book and Craft employees, Chief Officers and Operational Managers  
27 days & 32 days after 5 years service. Plus 8 bank holidays
26. Other Employees  
JNC Youth & Community – 30 days & 35 days after 5 years service.  
Soulbury – 25 days rising to 30 days after 5 years service.  
Plus 8 bank holidays and also 4 extra statutory days for both groups
27. The entitlements to annual leave are pro rata for part time employees.

## PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

28. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
29. The current level of contribution to the scheme by employees is:

FTE Pay	% Employee Contribution
Up to £13,500	5.5
£13,501 to £21,000	5.8
£21,01 to £34,000	6.5
£34,001 to £43,000	6.8
£43,001 to £60,000	8.5
£60,001 to £85,000	9.9

£85,001 to £100,000	10.5
£100,001 to £150,000	11.4
More than £150,000	12.5

30. The Council's current published statements relating to pensions was agreed by the Cabinet on 12<sup>th</sup> June 2014 for implementation in 30<sup>th</sup> June 2014 and the relevant document is available on the Council's website. A change to the way redundancy payments are calculated was agreed by Cabinet on 26<sup>th</sup> January 2015 and is detailed below in paragraph 31.

The document provides details of the Council's policy on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The document also provides details of the Council's policy on increasing an employees total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

31. The arrangements set out in the document referred to in paragraph 30 apply to all employees of the Council irrespective of grade or status. The most relevant sections are detailed below:

**The power to pay lump sum compensation of up to 104 weeks** - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3<sup>rd</sup> April 2015.

**The power to Increase a Statutory Redundancy Payment** – the Council's policy for utilising this discretion is that redundancy payments to be based on actual weeks pay up to a maximum of £464 per week (as at 6<sup>th</sup> April 2014) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills. The maximum is to increase to £475 from 6<sup>th</sup> April 2015.

## RE-EMPLOYMENT OF STAFF

32. The Council now has a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26<sup>th</sup> January 2015
33. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the following condition - given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within Cardiff Council (including schools) for a period of 12 months from the date of their termination.
34. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.

35. Within the Council under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:

(a) Where a person has been awarded compensatory added years (CAY's) under LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.

(b) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.

Abatement, where it applies, would be based on non betterment, that is the pension + pay in new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (a) the abatement would only apply to the pension from CAY's.

## **ACCOUNTABILITY AND DECISION MAKING**

36. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee are responsible for posts at Chief Officer level and above as detailed above in paragraph 13.3.
37. Any Chief Officer severance package above £100,000 must be agreed by full Council. The severance/redundancy package includes any redundancy payment ( from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension ( as required under Regulation 68(2) of the Local Government Pension Scheme.).
38. An updated pay policy statement will be agreed by the Full Council annually in line with the legislation and Full Council will ensure compliance with the pay policy statement.

## **REVIEW OF THE POLICY**

39. This policy statement will be kept under review and developments considered in the light of external best practice and legislation. The policy statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the policy statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual policy statement will be submitted to Cabinet and then Full Council by March of each year.

**CARDIFF COUNCIL GRADES FOR NJC****ANNEX 1****GREEN BOOK AND PREVIOUS JNC CRAFT STAFF W/E FROM 1<sup>ST</sup> JANUARY 2015**

SCP	Salary	New Grades	
5	13,500	Grade 1 1 - 247	
6	13,614		
7	13,715		
8	13,871	Grade 2 248 - 286	
9	14,075		
10	14,338		
11	15,207		
12	15,523	Grade 3 287 - 327	
13	15,941		
14	16,231		
15	16,572		
16	16,969	Grade 4 328 - 369	
17	17,372		
18	17,714		
19	18,376		
20	19,048		
21	19,742	Grade 5 370 - 409	
22	20,253		
23	20,849		
24	21,530		
25	22,212		
26	22,937	Grade 6 410 - 454	
27	23,698		
28	24,472		
29	25,440		
30	26,293	Grade 7 455 - 499	
31	27,123		
32	27,924		
33	28,746		
34	29,558		
35	30,178		
36	30,978	Grade 8 500 - 544	
37	31,846		
38	32,778		
39	33,857	Grade 9 545 - 589	
40	34,746		
41	35,662		
42	36,571		
43	37,483	Grade 10 590 +	
44	38,405		
45	39,267		
46	40,217		

## JNC FOR YOUTH AND COMMUNITY WORKERS

## ANNEX 2

## Youth and Community Support Worker Range ( Pay Award Not Yet Finalised)

<b>Pay Points</b>	<b>w.e.f 1.9.13</b>		
1	14,283		
2	14,880		
3	15,477		
4	16,077		
5	16,674		
6	17,271		
7	17,874		
8	18,474		
9	19,236	<b>Professional Range</b>	
10	19,833	<b>Pay Points</b>	<b>w.e.f 1.9.13</b>
11	20,796	11	20,796
12	21,741	12	21,741
13	22,713	13	22,713
14	23,721	14	23,721
15	24,408	15	24,408
16	25,125	16	25,125
17	25,830	17	25,830
		18	26,541
		19	27,246
		20	27,951
		21	28,746
		22	29,646
		23	30,522
		24	31,401
		25	32,289
		26	33,174
		27	34,062
		28	34,959
		29	35,850
		30	36,741

**SOULBURY SALARY RATES****ANNEX 3****EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

<b>Spine point</b>	<b>Salary from 1.3.15</b>	<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	33,396	26	61,674
2	34,592	27	62,740
3	35,721	28	63,819
4	36,865	29	64,902
5	38,003	30	65,983
6	39,142	31	67,054
7	40,338	32	68,143
8	41,487*	33	69,232
9	42,828	34	70,347
10	44,023	35	71,458
11	45,203	36	72,603
12	46,346	37	73,728
13	47,640**	38	74,866
14	48,792	39	75,988
15	50,066	40	77,109
16	51,219	41	78,237
17	52,373	42	79,362
18	53,507	43	80,488
19	54,676	44	81,619
20	55,280***	45	82,747
21	56,441	46	83,876
22	57,452	47	85,010
23	58,566	48	86,134****
24	59,564	49	87,262****
25	60,633	50	88,391****

**Notes:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.



**EDUCATIONAL PSYCHOLOGISTS**

<b>EDUCATIONAL PSYCHOLOGISTS - SCALE A</b>	
<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	35,027
2	36,805
3	38,583
4	40,360
5	42,137
6	43,194
7	45,588
8	47,261
9	48,829*
10	50,398*
11	51,861*

Notes:

\* Extension to scale to accommodate up to 3 additional SPA points to be added to the post holder's entitlement on the appropriate 6-point range

<b>SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS</b>			
<b>(B) SALARY RANGE</b>			
<b>Spine point</b>	<b>Salary from 1.3.15</b>	<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	43,914	10	55,828
2	45,588	11	56,937
3	47,261*	12	58,068
4	48,829	13	59,219
5	50,398	14	60,330 **
6	51,861	15	61,495 **
7	52,462	16	62,649**
8	53,584	17	63,810**
9	54,696	18	64,970**

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

\*\* Extension to range to accommodate discretionary scale points and structured professional assessments

<b>TRAINEE EDUCATIONAL PSYCHOLOGISTS</b>	
<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	22,503
2	24,151
3	25,796
4	27,444
5	29,090
6	30,737

<b>ASSISTANT EDUCATIONAL PSYCHOLOGISTS</b>	
<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	27,662
2	28,792
3	29,922
4	31,045

#### **YOUNG PEOPLE'S/ COMMUNITY SERVICE MANAGERS**

<b>Spine point</b>	<b>Salary from 1.3.15</b>	<b>Spine point</b>	<b>Salary from 1.3.15</b>
1	34,637	13	48,135
2	35,7700	14	49,269
3	36,903	15	50,404
4	38,059*	16	51,542
5	39,234	17	52,686
6	40,380	18	53,822
7	41,553**	19	54,952
8	42,885	20	56,107***
9	43,620	21	57,284***
10	44,754	22	58,487***
11	45,883	23	59,715***
12	47,013	24	60,969***

#### **Notes:**

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report)

\*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report)

\*\*\* extension to range to accommodate discretionary scale points and structured professional assessments

# National Joint Council for Local Government Services

**Employers' Secretary:**

Sarah Messenger  
Local Government House, Smith Square  
London, SW1P 3HZ  
Tel: 020 7187 7373 Fax: 020 7664 3030

**Trade Union Secretaries**

Fiona Farmer, Unite  
Brian Strutton, GMB  
Heather Wakefield, UNISON

Address for correspondence:

UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
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**To: Chief Executives in England, Wales and N Ireland  
(copies for the Finance Director and HR Director)  
Members of the National Joint Council**

14 November 2014

Dear Chief Executive,

## **2014-16 PAYSCALES & ALLOWANCES**

Agreement has now been reached on rates of pay applicable from **1 January 2015**.

The new pay rates are attached at **Annex 1**.

Details of the non-consolidated payments to be paid in December 2014 (SCPs 5-49 only) and in April 2015 (SCPs 26-49 only) are attached at **Annex 2**.

The new rates for allowances up-rated in line with the pay increase of 2.20% are also set out at **Annex 3**.

It has been agreed that Spinal Column Point 5 (SCP5) will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

### **NJC future work**

Both Sides recognise that local government is undergoing a period of unprecedented change. The way that public services are designed and delivered is evolving at a rapid pace and against this background the NJC agrees that councils and their workforce need collective agreements that:

- reward employees fairly and recognise the diverse needs of the workforce
- attract, retain and train people with the skills needed for the future
- enable local service providers to react more quickly to changing circumstances
- facilitate effective partnership working and collaboration across organisations
- remove or modify existing barriers to ensure employees can move more easily between different public sector employers

The NJC remains committed to national collective bargaining and aims to ensure that the bargaining machinery can reflect and support new ways of working. The NJC will focus on

producing outputs that are relevant, fair and beneficial to both employers and those employed to provide public services.

Yours sincerely



Sarah  
Messenger



Fiona  
Farmer

**Brian Strutton**

Brian  
Strutton



Heather  
Wakefield

**Joint Secretaries**

## NJC PAY SPINE 2014-16

SCP	1 Apr 13	1 Jan 15
5 (until 1 Oct 15)	£12,435	£13,500
6	£12,614	£13,614
7	£12,915	£13,715
8	£13,321	£13,871
9	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

## NON-CONSOLIDATED PAYMENTS (see also Appendix)

SCP	December 14	April 15
5	£325	
6	£325	
7	£325	
8	£150	
9	£150	
10	£150	
11	£100	
12	£100	
13	£100	
14	£100	
15	£100	
16	£100	
17	£100	
18	£100	
19	£100	
20	£100	
21	£100	
22	£100	
23	£100	
24	£100	
25	£100	
26	£100	£3
27	£100	£7
28	£100	£10
29	£100	£14
30	£100	£18
31	£100	£22
32	£100	£26
33	£100	£29
34	£100	£33
35	£100	£36
36	£100	£39
37	£100	£43
38	£100	£47
39	£100	£52
40	£100	£56
41	£100	£60
42	£100	£65
43	£100	£69
44	£100	£73
45	£100	£77
46	£100	£81
47	£100	£85
48	£100	£89
49	£100	£93

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment

**1 Jan 15**  
£34.00

**RATES OF PROTECTED ALLOWANCES AT 1 JAN 15  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 Jan 15**  
£1,215

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance

**1 Jan 15**  
£197

City and Guilds Laboratory Technician's Advanced Certificate Allowance

**1 Jan 15**  
£144

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area

**1 Jan 15**  
£824

Outer Fringe Area

**1 Jan 15**  
£573

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 Jan 15**  
£27.35

**FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area

**1 Jan 15**  
£824

Outer Fringe Area

**1 Jan 15**  
£573

**Technical issues related to the non-consolidated payments**

1. The payments are subject to the normal tax and national insurance requirements and are pensionable
2. The payments should be paid only to those employees who are in post on 1 December 2014. The payments are not 'back pay', so should not be paid to any employees who leave employment before 1 December
3. The payments should be paid on a pro-rated basis according to each council's established procedure for remunerating part-time employees
4. The payments should be paid to employees on SCPs 5, 6, 7, 8, 9 and 10 as indicated regardless of whether councils are already applying some form of Living Wage supplement
5. The payments should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating)
6. The payments should be paid to those on long-term sickness absence (even if on nil pay)
7. The payments should be paid at the relevant rate based on the current SCP at 1 December 2014, eg. an employee on SCP7 acting up to SCP12 should get the payment that applies to SCP12
8. The payments should be paid to those on adoption leave and parental leave
9. The payments should not be paid to employees on a career break at 1 December 2014
10. The payments do not apply to employees who are being paid above SCP49
11. If an employee has more than one contract, the payments should be paid pro-rata on each contract
12. Subject to any other exclusions, the payments should be paid to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on permanent or temporary contracts



## Joint Negotiating Committee for Chief Officers of Local Authorities

**To: Chief Executives in England and Wales (N Ireland for information)  
(copies for the Finance Director and HR Director)  
Regional Directors  
Members of the Joint Negotiating Committee**

2 February 2015

Dear Chief Executive,

### **CHIEF OFFICERS' PAY AGREEMENT 2014-16**

Agreement has now been reached on rates of pay applicable from **1 January 2015**.

The individual salaries and salary scales of all officers within scope of the JNC for Chief Officers of Local Authorities should be increased by two per cent on guaranteed FTE basic salary<sup>1</sup> of £99,999<sup>2</sup> or less [as at 31 December 2014].

This pay agreement covers the period to 31 March 2016.

Yours faithfully,

*Sarah Messenger*  
*Brian Strutton*

#### **Joint Secretaries**

cc Mike Short, UNISON

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<sup>1</sup> 'Guaranteed FTE basic salary' should exclude other separately identified payments such as London area / fringe allowances or Returning Officer fees etc.

<sup>2</sup> The pay award applies only to those employees whose guaranteed FTE basic salary was £99,999 or less at 31 December 2014. The pay award should not be applied to the first £99,999 of salaries of £100,000 or more.

<b>Employers' Secretary:</b> Sarah Messenger Local Government Association Local Government House Smith Square London SW1P 3HZ <a href="mailto:info@local.gov.uk">info@local.gov.uk</a>	<b>Officers' Secretary:</b> Brian Strutton GMB 22-24 Worples Road London SW19 4DD <a href="mailto:brian.strutton@gmb.org.uk">brian.strutton@gmb.org.uk</a>
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