

CABINET MEETING: 10 MARCH 2016

PAY POLICY 2016/17

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 5

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

Reason for this Report

1. To ask the Council to agree a Pay Policy Statement for 2016/17, 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 31st March 2012 and they have been produced annually since. Agreement (and subsequent publication) of this fifth 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 also 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 redundancy payments that are made to employees who leave the organisation. The Voluntary Redundancy policy was reviewed in January 2015 with the changes taking effect from 3rd April 2015. Following recent annual review, Cabinet in January 2016 agreed that there will be no change to the Voluntary Redundancy policy for 2016/17.

6. In February 2014 the Welsh Government published statutory guidance entitled Pay Accountability in Local Government in Wales - Guidance under section 40 of the Localism Act. This guidance has been revised and replaced with a document of the same title dated January 2016. The main change concerns an issue which was emerging and which was highlighted in last year's Cabinet report and Pay Policy document. This relates to the transparency requirement from Welsh Government that Chief Officer severance packages over a particular threshold need to be considered by Full Council. Welsh Government have confirmed that they consider £100,000 to be the appropriate level for this threshold. The guidance from Welsh Government dated January 2016 clarifies which elements should be included in this £100,000 threshold ie salary paid in lieu, lump sum redundancy/severance payment and cost to the authority of the strain on the pension fund arising from providing early access to an unreduced pension . The Council duly complied with this requirement in 2015/16 in instances when this threshold was exceeded for Chief Officers and will continue to do so based on confirmation now provided by Welsh Government.
7. The other issue raised last year concerning pay awards for JNC for Chief Officers has been addressed by last year's agreed inclusion by Cabinet and Full Council of paragraph 15.5 in the pay policy statement that the Council will pay such nationally agreed pay awards as and when determined. This is reflected in the policy statement attached along with recently amended guidance relating to the Independent Remuneration Panel for Wales. Clarification has now been received from the IRP in relation to Section 39 of the Local Government (Wales) Act 2015 regarding salaries of Chief Officers. The IRP have confirmed that it will be sufficient for the Welsh Local Government Association (as the Local Government Employers Organisation for Wales) to notify the IRP of nationally negotiated pay increases for Chief Officers rather than each authority having to do so individually. The IRP however reserves the right to examine the award as both appropriate and reasonable and have agreed with WLGA to reach a conclusion within a timescale that does not delay payment.
8. Whilst Welsh Government Guidance does not reference future or impending legislation , there are possible changes which may impact on all Councils' published pay policies particularly in relation to reward of Chief Officers. Central Government has introduced legislation regarding the repayment of severance payments by senior officers earning £80,000 or over where they return to the public sector within 12 months of leaving their previous post .Additionally the Government's Enterprise Bill 2015 contains provisions to introduce a £95,000 cap on public sector exit payments on English Authorities. However, devolved governments in Scotland, Northern Ireland and Wales are able to determine if and how they wish to take this forward. Confirmation has now been received that the Minister for Public Services will be advising the National Assembly for Wales to oppose a Legislative Consent Motion (LCM) for a £95k cap on public sector exit payments as defined by the Enterprise Bill. Once legislation is confirmed on these and any other relevant legislative matters, the Council will need to comply with such requirements, as appropriate

Reason for Recommendation

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

Legal Implications

10. 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 2016/17 must therefore be approved by 31st March 2016.

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 2016/17 meets the requirements of the Act and Welsh Government Guidance.

The Pay Policy must be published in such manner as the Council thinks fit. The practice is to publish the Pay Policy on the Council's website.

The Council's pay structures are considered to be compliant with Equalities legislation.

Financial Implications

11. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2016/17.

Human Resource Implications

12. 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.

RECOMMENDATION

Cabinet is recommended to approve the attached Pay Policy Statement 2016/17 (Appendix 1) for consideration by Council on 24 March 2016.

CHRISTINE SALTER

Corporate Director
4 March 2016

The following appendices are attached:

Appendix 1 – Pay Policy Statement 2016/17
Appendix 2 – Pay Scales for City of Cardiff Council

CITY OF CARDIFF COUNCIL**PAY POLICY STATEMENT 2016/17****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.

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. This policy statement also complies with requirements under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act in relation to the Independent Remuneration Panel for Wales.

RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £570 million (2016/17) and for the employment of 13,145 employees (as at December 2015). The Council provides services to a total population of 346,100 residents (according to the 2011 Census). Cardiff's Liveable City Report has given an updated figure for October 2015 as 354,300, residents. In January 2015 the Council was recorded as having a Council housing stock of 13,646 and in September 2015 there were 53,056 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 Section 151 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 Adult Services
 - Assistant Director for Environment
 - Assistant Director for Housing and Communities
 - Assistant Director for Customer Services and Communities
 - Head of Service for Finance
 - Head of Performance and Partnership
 - 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 the Council our lowest paid employees are those appointed on SCP6 of the NJC nationally agreed pay spine. However, since 1st September 2012 the Council has adopted the Voluntary Living Wage for its’ employees. Therefore, the minimum pay is currently £7.85 per hour. This is to rise to £8.25 per hour from 1st April 2016.
8. The Government will introduce a compulsory National Living Wage for over 25 year olds at £7.20 per hour from April 2016. Therefore this will not impact on the Council as the Voluntary Living Wage has a higher hourly rate at £8.25 (from 1st April 2016). The impact on budgets will be considered by Finance.
9. **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

10. 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.
11. 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.
12. 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.
13. Any policy statement on pay has to be affordable and support the provision of high quality public service.

PAY DETAILS

14. Pay Ranges – previous ‘NJC Green Book’ and ‘JNC Craft’ Employees
 - 14.1 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)
 - 14.2 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) 6 to 49 which equates to £13,614 (proposed £14,514 from 1st April 2016) to £42,032 (proposed £42,452 from 1st April 2016). Within Cardiff we have agreed 10 grades that span across SCPs 6-46 which equates to £13,614 (proposed £14,514 from 1st April 2016) to £40,217 (proposed £40,619 from 1st April 2016). 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.
 - 14.3 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 along with SCP5 being deleted from 1st October 2015. 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 Voluntary Living Wage.
15. Pay Ranges –Chief Officers and Operational Managers
 - 15.1 Section 143a of the Local Government (Wales) Measure 2011, as inserted by section 63 of the Local Government (Democracy) (Wales) Act 2013 refers to the Independent Remuneration Panel in Wales (“the IRP”) and sets out their functions in relation to salaries of heads of paid service. Authorities must, before making a change to the salary of its head of paid service which is not commensurate with a change to the salaries of the authority’s other staff:
 - consult the IRP about the proposed change; and

- have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change

15.2 Section 39 of the Local Government (Wales) Act then extended the duties of the Independent Remuneration Panel in Wales (the IRP) from 26/1/16 to require that all local authority proposed chief officer changes in pay which are ‘not commensurate with a change to the salary of the authority’s other staff’ be submitted to the IRP for their recommendation before the change is made, and that the authority have regard to any recommendation received from the IRP when deciding whether or not to proceed with the change. Clarification has now been received from the IRP in relation to Section 39 of the Local Government (Wales) Act 2015 regarding salaries of Chief Officers. The IRP have confirmed that it will be sufficient for the Welsh Local Government Association (as the Local Government Employers Organisation for Wales) to notify the IRP of nationally negotiated pay increases for Chief Officers rather than each authority having to do so individually. The IRP however reserves the right to examine the award as both appropriate and reasonable and have agreed with WLGA to reach a conclusion within a timescale that does not delay payment.

15.3 The Council will abide by both these provisions and all references to Council processes for determining any aspect of chief executive or chief officer pay should be read as including this stage, where the relevant change is not ‘commensurate with a change to the salary of the authority’s other staff’.

15.4 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.

15.5 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.

15.6 The following table shows the pay for the Senior Management structure:

Level	Salary*
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

* The National Pay award for JNC for Chief Officers and JNC for Chief Executives not yet finalised for 2016/17.

15.7 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.*

15.8 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.

15.9 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£15,917) and the Chief Executive (£170,000) as [1:11] and; between the lowest paid employee (£15,917) and median Chief Officer (£120,000) as [1:8].

The multiple between the median full time equivalent earnings (£21,058) and the Chief Executive (£170,000) is [1:8] and; between the median full time equivalent earnings (£21,058) and median Chief Officer (£120,000) is [1:6].

These figures are based on proposed basic salary on 1st April 2016.

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

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

16.1 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 are based on the relevant nationally agreed rates of pay. Pay rates are included in Appendix 2 for information.

17. 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 1st 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.

18. 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.

19. 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.

20. 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. The Market Supplement payment which was paid to Children's Social Workers was removed from 1st October 2015.

ADDITIONAL PAYMENTS

21. 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

22. 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 2016/17 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.

23. Chief Officers and Operational Managers – the following additional payments are made:

23.1 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.

23.2 Interview Expenses and Relocation Assistance For the financial year 2016/17 both of these will continue to cease in order to manage a budget deficit.

23.3 Professional Subscriptions – For the financial year 2016/17 these will continue only be paid by the Council where it is an essential requirement of the post. From 1st April

2016, there is a requirement for all Schools Learning Support Workers (Teaching Assistants) to be registered with the Education Workforce Council (EWC). As it is a statutory requirement, the Council will be funding the £15 registration fee for the 2,400 employees affected.

23.4 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 Section 151 Officer. 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.

24. 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

25. 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 2016/17 use of the honoraria scheme will continue to be withdrawn in order to manage a budget deficit.

ANNUAL LEAVE

26. Green Book and Craft employees, Chief Officers and Operational Managers
27 days & 32 days after 5 years service. Plus 8 bank holidays

27. 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

28. The entitlements to annual leave are pro rata for part time employees.

29. The Council introduced an Annual Leave Purchase scheme, whereby employees can purchase up to 10 days annual leave, which is then payable by monthly deductions during the leave year. As at December 2015, 156 employees had accessed the scheme.

PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

30. 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.
31. 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

32. Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.
33. The Council's current published statements relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th 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 26th January 2015 and is detailed below in paragraph 34.

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.

34. The arrangements set out in the document referred to above applies 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 3rd 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 £475 per week (as at 3rd April 2015) 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.

NATIONAL INSURANCE CHANGES FROM 1ST APRIL 2016

35. From 1st April 2016, employees paying into either the Local Government Pension Scheme or Teachers' Pension scheme will see an increase in their National Insurance contributions. This is due to the contracting out rebate being removed for employees. Therefore, an employee earning £25,000 will see an increase of approximately £22 per month in NI contributions. The Council will also see an increase in employers NI contributions due to the changes.

RE-EMPLOYMENT OF STAFF

36. 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 26th January 2015.
37. The Council's agreed policy is that from April 2015 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 the Council (including schools) for a period of 12 months from the date of their termination.
38. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
37. 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

38. 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.

39. Any redundancy packages above £100,000 must be agreed by full Council. The 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). Confirmation has been received that Welsh Government will recommend to the National Assembly to oppose the Legislative Consent Motion on the £95k cap on public sector exit payments as defined in the Enterprise Bill.
40. 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. Where any legislation impacts on this pay policy, the Council will need to comply with such requirements, as appropriate.

REVIEW OF THE POLICY

41. 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.

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
NJC for Local Government (as at 1st January 2015)					£15,145

GRADE 1

6	1 - 247	13614	1134.50	7.0565	7.85
7		13715	1142.92	7.1088	7.85

GRADE 2

8	248 - 286	13871	1155.92	7.1897	7.85
9		14075	1172.92	7.2954	7.85
10		14338	1194.83	7.4318	7.85
11		15207	1267.25	7.8822	

GRADE 3

11	287 - 327	15207	1267.25	7.8822	
12		15523	1293.58	8.0460	
13		15941	1328.42	8.2626	
14		16231	1352.58	8.4130	
15		16572	1381.00	8.5897	
16		16969	1414.08	8.7955	

GRADE 4

16	328 - 369	16969	1414.08	8.7955	
17		17372	1447.67	9.0044	
18		17714	1476.17	9.1816	
19		18376	1531.33	9.5248	
20		19048	1587.33	9.8731	
21		19742	1645.17	10.2328	

GRADE 5

21	370 - 409	19742	1645.17	10.2328	
22		20253	1687.75	10.4977	
23		20849	1737.42	10.8066	
24		21530	1794.17	11.1596	
25		22212	1851.00	11.5131	
26		22937	1911.42	11.8889	

GRADE 6

26	410 - 454	22937	1911.42	11.8889	
27		23698	1974.83	12.2833	
28		24472	2039.33	12.6845	
29		25440	2120.00	13.1862	
30		26293	2191.08	13.6284	
31		27123	2260.25	14.0586	

GRADE 7

31	455 - 499	27123	2260.25	14.0586	
32		27924	2327.00	14.4738	
33		28746	2395.50	14.8998	
34		29558	2463.17	15.3207	
35		30178	2514.83	15.6421	
36		30978	2581.50	16.0567	

GRADE 8

36	500 - 544	30978	2581.50	16.0567	
37		31846	2653.83	16.5066	
38		32778	2731.50	16.9897	
39		33857	2821.42	17.5490	
40		34746	2895.50	18.0098	

GRADE 9

40	545 - 589	34746	2895.50	18.0098	
41		35662	2971.83	18.4846	
42		36571	3047.58	18.9557	
43		37483	3123.58	19.4284	

GRADE 10

43	590 +	37483	3123.58	19.4284	
44		38405	3200.42	19.9063	
45		39267	3272.25	20.3531	
46		40217	3351.42	20.8455	

Other		0	0.00	0.0000	
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SCP	FTE SALARY	MONTHLY	HOURLY
JNC CHIEF OFFICERS (as at 1st January 2015)			

OM2

1	43862	3655.17	22.7348
2	46169	3847.42	23.9306
3	48177	4014.75	24.9714
4	50579	4214.92	26.2164
5	52984	4415.33	27.4630

OM1

1	53596	4466.33	27.7802
2	56573	4714.42	29.3233
3	59551	4962.58	30.8669
4	62366	5197.17	32.3260
5	65313	5442.75	33.8535

Chief Off/Asst Dir

1	81600	6800.00	42.2954
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Director

1	120000	10000.00	62.1992
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Corp Dir

1	130000	10833.33	67.3825
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Chief Executive

1	170000	14166.67	88.1155
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NATIONAL MINIMUM WAGE (as at 1st October 2015)**NMW - Point 1 (16 to 17 years of age)**

1	7466	622.17	3.87
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NMW - Point 2 (18 to 20 years of age)

2	10225	852.08	5.30
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NMW - Point 3 (21 years and above)

3	12926	1077.17	6.70
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TEACHERS (as at 1st September 2015)

Teacher (Main Pay Range)

			Daily Rate
1	22244	1853.67	114.0718
2	24002	2000.17	123.0872
3	25932	2161.00	132.9846
4	27927	2327.25	143.2154
5	30128	2510.67	154.5026
6	32831	2735.92	168.3641

Teacher (Upper Pay Range)

			Daily Rate
1	35218	2934.83	180.6051
2	36523	3043.58	187.2974
3	37871	3155.92	194.2103

Unqualified Teacher

			Daily Rate
1	16298	1358.17	83.5795
2	18194	1516.17	93.3026
3	20088	1674.00	103.0154
4	21984	1832.00	112.7385
5	23881	1990.08	122.4667
6	25776	2148.00	132.1846

Leadership Group Range

	Min	Max
Group 1	43,665	58,096
Group 2	45,876	62,521
Group 3	49,481	67,290
Group 4	53,180	72,419
Group 5	58,677	79,872
Group 6	63,147	88,102
Group 7	67,963	97,128
Group 8	74,958	107,210

Leading Practitioner Range

LP1	38,598
LP2	39,564
LP3	40,552
LP4	41,562
LP5	42,597
LP6	43,665
LP7	44,841
LP8	45,876
LP9	47,021
LP10	48,228
LP11	49,481
LP12	50,620
LP13	51,886
LP14	53,180
LP15	54,503
LP16	55,951
LP17	57,237
LP18	58,677

Leadership Pay Range

1	38,598
2	39,564
3	40,552
4	41,562
5	42,597
6	43,665
7	44,841
8	45,876
9	47,021
10	48,228
11	49,481
12	50,620
13	51,886
14	53,180
15	54,503
16	55,951
17	57,237
18*	58,096
18	58,677
19	60,131
20	61,623
21*	62,521
21	63,147
22	64,715
23	66,318
24*	67,290
24	67,963
25	69,652
26	71,375
27*	72,419
27	73,144
28	74,958
29	76,814
30	78,726
31*	79,872
31	80,671
32	82,676
33	84,731
34	86,825
35*	88,102
35	88,984
36	91,187
37	93,454
38	95,766
39*	97,128
39	98,100
40	100,548
41	103,060
42	105,642
43*	107,210

* Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2014/15, indicating no uplift for 2015/16.

e.g

Headteacher on Grade 12-18 (moves to sp18 on Sept 2015)
Salary Range £53,180 - £58,096 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2015)
Salary Range £57,231 - £58,677

JNC YOUTH AND COMMUNITY (as at 1st March 2015)

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CE1				£15,145
01	11232	936.00	5.8218	7.85
02	11491	957.58	5.9561	7.85
03	11650	970.83	6.0385	7.85
04	12048	1004.00	6.2448	7.85
05	12407	1033.92	6.4309	7.85
06	13044	1087.00	6.7611	7.85
07	14836	1236.33	7.6899	7.85
08	15872	1322.67	8.2269	
09	20950	1745.83	10.8589	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CE2				
01	14597	1216.42	7.5660	7.85
02	14717	1226.42	7.6282	7.85
03	17041	1420.08	8.8328	
04	17651	1470.92	9.1490	
05	23213	1934.42	12.0319	
06	23213	1934.42	12.0319	
07	24945	2078.75	12.9297	
08	28566	2380.50	14.8065	
09	28566	2380.50	14.8065	
10	33791	2815.92	17.5148	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CEO 1				
01	19659	1638.25	10.1898	
02	21254	1771.17	11.0165	
03	22219	1851.58	11.5167	
04	23213	1934.42	12.0319	
05	24243	2020.25	12.5658	
06	26398	2199.83	13.6828	
07	27125	2260.42	14.0596	
08	27845	2320.42	14.4328	
09	28566	2380.50	14.8065	
10	30298	2524.83	15.7043	
11	31193	2599.42	16.1682	
12	32092	2674.33	16.6341	
13	33904	2825.33	17.5733	
14	34811	2900.92	18.0435	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CEO 2				
01	19659	1638.25	10.1898	
02	21254	1771.17	11.0165	
03	22219	1851.58	11.5167	
04	23213	1934.42	12.0319	
05	24243	2020.25	12.5658	
06	26398	2199.83	13.6828	
07	27125	2260.42	14.0596	
08	27845	2320.42	14.4328	
09	28566	2380.50	14.8065	
10	30298	2524.83	15.7043	
11	31193	2599.42	16.1682	
12	32092	2674.33	16.6341	
13	33904	2825.33	17.5733	
14	34811	2900.92	18.0435	
15	35728	2977.33	18.5188	
16	36639	3053.25	18.9910	
17	37549	3129.08	19.4626	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
SL				
13	28341	2361.75	14.6899	
14	29099	2424.92	15.0828	
15	33404	2783.67	17.3142	
16	34237	2853.08	17.7459	
17	35079	2923.25	18.1824	
18	35866	2988.83	18.5903	

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 1			
11	21254	1771.17	11.0165
12	22219	1851.58	11.5167
13	23213	1934.42	12.0319
14	24243	2020.25	12.5658

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 2			
18	27125	2260.42	14.0596
19	27845	2320.42	14.4328
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 3			
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 4			
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682
24	32092	2674.33	16.6341
25	32999	2749.92	17.1043

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 5			
27	34811	2900.92	18.0435
28	35728	2977.33	18.5188
29	36639	3053.25	18.9910
30	37549	3129.08	19.4626

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 HRLY			
01	14597	1216.42	7.5660
02	15207	1267.25	7.8822
03	15817	1318.08	8.1984
04	16431	1369.25	8.5166
05	17041	1420.08	8.8328
06	17651	1470.92	9.1490
07	18267	1522.25	9.4683
08	18880	1573.33	9.7860
09	19659	1638.25	10.1898
10	20269	1689.08	10.5060
11	21254	1771.17	11.0165
12	22219	1851.58	11.5167
13	23213	1934.42	12.0319
14	24243	2020.25	12.5658
15	24945	2078.75	12.9297
16	25678	2139.83	13.3096
17	26398	2199.83	13.6828
18	27125	2260.42	14.0596
19	27845	2320.42	14.4328
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682
24	32092	2674.33	16.6341

SOULBURY (as at 1st March 2015)

SCP	FTE SALARY	MONTHLY	HOURLY
EAI			
01	33396	2783.00	17.3100
02	34592	2882.67	17.9300
03	35721	2976.75	18.5151
04	36865	3072.08	19.1081
05	38003	3166.92	19.6980
06	39142	3261.83	20.2883
07	40338	3361.50	20.9083
08	41487	3457.25	21.5038
09	42828	3569.00	22.1989
10	44023	3668.58	22.8183
11	45203	3766.92	23.4299
12	46346	3862.17	24.0224
13	47640	3970.00	24.6931
14	48792	4066.00	25.2902
15	50066	4172.17	25.9506
16	51219	4268.25	26.5482
17	52373	4364.42	27.1463
18	53507	4458.92	27.7341
19	54676	4556.33	28.3400
20	55280	4606.67	28.6531
21	56441	4703.42	29.2549
22	57452	4787.67	29.7789
23	58566	4880.50	30.3563
24	59564	4963.67	30.8736
25	60633	5052.75	31.4277
26	61674	5139.50	31.9673
27	62740	5228.33	32.5198
28	63819	5318.25	33.0791
29	64902	5408.50	33.6404
30	65983	5498.58	34.2007
31	67054	5587.83	34.7558
32	68143	5678.58	35.3203
33	69232	5769.33	35.8848
34	70347	5862.25	36.4627
35	71458	5954.83	37.0386
36	72603	6050.25	37.6321
37	73728	6144.00	38.2152
38	74866	6238.83	38.8050
39	75988	6332.33	39.3866
40	77109	6425.75	39.9676
41	78237	6519.75	40.5523
42	79362	6613.50	41.1354
43	80488	6707.33	41.7190
44	81619	6801.58	42.3053
45	82747	6895.58	42.8899
46	83876	6989.67	43.4752
47	85010	7084.17	44.0630
48	86134	7177.83	44.6455
49	87262	7271.83	45.2302

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY A			
01	35027	2918.92	18.1554
02	36805	3067.08	19.0770
03	38583	3215.25	19.9986
04	40360	3363.33	20.9196
05	42137	3511.42	21.8407
06	43914	3659.50	22.7618
07	45588	3799.00	23.6295
08	47261	3938.42	24.4967
09	48829	4069.08	25.3093

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY B			
01	43914	3659.50	22.7618
02	45588	3799.00	23.6295
03	47261	3938.42	24.4967
04	48829	4069.08	25.3093
05	50398	4199.83	26.1226
06	51861	4321.75	26.8809
07	52462	4371.83	27.1924
08	53584	4465.33	27.7740
09	54696	4558.00	28.3504
10	55828	4652.33	28.9371
11	56937	4744.75	29.5120
12	58068	4839.00	30.0982