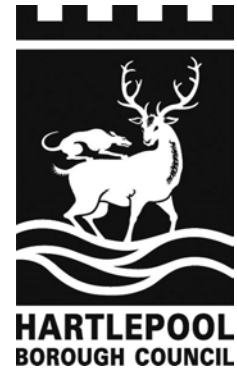


GENERAL PURPOSES COMMITTEE AGENDA



18 March 2013

at 2.00 p.m.

in Committee Room A, Civic Centre, Hartlepool

MEMBERS: GENERAL PURPOSES COMMITTEE:

Councillors C Akers-Belcher, Cook, Fisher, James, G Lilley, Richardson, Simmons, Sirs and Wells.

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 28 January 2013
4. **ITEMS REQUIRING DECISION**
 - 4.1 Pay Policy – *Chief Executive*
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



GENERAL PURPOSES COMMITTEE

MINUTES AND DECISION RECORD

28 January 2013

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

Councillors: Keith Fisher, Carl Richardson, Kaylee Sirs and Ray Wells

Officers: Dave Stubbs, Chief Executive
Rachael Clark, HR Business Partner
Ann Turner, Governor Support Officer
Denise Wimpenny, Principal Democratic Services Officer

105. Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Christopher Akers-Belcher, Rob Cook, Marjorie James, Geoff Lilley and Chris Simmons

106. Appointment of Chair

Given the absence of the Chair and Vice-Chair nominations were sought for the appointment of Chair. It was agreed that Councillor Richardson be appointed as Chair for this meeting.

Councillor Richardson took the Chair

107. Declarations of interest by Members

None

108. Confirmation of the minutes of the meeting held on 10 December 2012

Confirmed subject to the inclusion of Councillor Ray Wells apologies.

109. Deferred Pension Benefits (*Human Resources Business Partners*)

The Human Resources Business Partner presented the report which provided information following a request made during an internal training session with Members to explore a single policy to allow only the release

of deferred pension benefits with a reduction to the benefits to offset the cost of release on the Council.

Members were provided with background information relating to the current arrangements together with details of the options currently available for Members, as set out in the report. The current process was set up to allow the General Purposes Appeals and Staffing Committee to make their decision, and if this was to release the pension with a reduction in benefits, then the option was given to the individual to retract their request if they did not wish to release of their pension on a reduced basis. Arrangements were made to ensure that the employee had all the relevant information to make an informed decision.

Reference was made to advice received from Teesside Pension Fund that employers should not restrict their policy discretion, otherwise they would no longer be able to apply their statutory discretion which was expected to be made on each individual application. Failure to do this could give rise to a complaint. It was therefore recommended to maintain the status quo.

Decision

That the contents of the report and recommendation to maintain the status quo, be noted.

110. General Purposes Committee – Redundancy (*Human Resources Business Partner*)

The Human Resources Business Partner reported on the Council's Reorganisation and Redundancy and Redeployment Policy and the benefits of inclusion of a Redundancy Dismissal Appeals Procedure as an appendix to the Policy.

Background information in relation to the current redundancy dismissal appeal process was provided which stated that if Members upheld an appeal a review would be instigated and the findings be reported back to the Committee. The need for a review had caused a number of issues and, as a result of discussions on this process, it had been agreed that the need for a review should be removed and, should Members require further clarification, before making a decision, there would be the option to adjourn the appeal.

The revised procedure was attached at Appendix 1 and the main changes included:-

- Ensuring clarity as to the decisions that could be made as a result of an appeal
- Removal of the need for a review process
- Introduction of flow chart for ease of reference

- Updated job title reference for those involved in the appeal

In the discussion that followed a Member reiterated views expressed at a recent training event relating to the importance of redundancy decisions not being taken on the basis of cost. The Chief Executive provided assurances in relation to the fairness of the process and advised that cost was not a material consideration in the selection for redundancy process. With regard to the flowchart /guide for Members that “Members should confirm on what basis the appeal is allowed”, a Member queried the level of information required in this regard. The Chief Executive indicated that in order to comply with the process the definitive reasons for the decision must be recorded.

Decision

- (i) That the contents of the report be noted.
- (ii) That the comments of Members, as outlined above, be submitted to the Portfolio Holder.

111. Appointment of Local Authority Representatives to Serve on School Governing Bodies *(Director of Child and Adult Services)*

The Governor Support Officer updated Members in respect of vacancies that currently existed for Local Authority (LA) representative governors, and requested Members to make recommendations to the Children’s and Community Services Portfolio Holder in respect of the appointment of Local Authority representative governors to serve on school governing bodies. A schedule set out at Appendix 1 to the report gave details of vacancies which currently existed for LA representative governors, together with applications received in respect of the vacancies. The applications were included by way of a confidential appendix to the report. **This appendix contained exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, information relating to any individual (para 1).**

The Governor Support Officer advised that recruitment posters had been distributed to all schools, public buildings and Hartbeat highlighting the benefits of being involved in local schools and shaping the future of local education provision, copies of which were circulated at the meeting.

Decision

That the following recommendations for the appointments of Local Authority representative governors be referred to the Children’s and Community Services Portfolio Holder for approval:-

Brougham Primary School – Mrs S Marshall
Cadcote School – Mr J W Robson
Federated Governing Body Hart Community and St Peter's Elwick
CE Aided Primary Schools – Councillor Keith Fisher
Grange Primary School – Councillor G Lilley

The meeting concluded at 2.15 pm.

CHAIR

GENERAL PURPOSES COMMITTEE

18 March 2013



Report of: Chief Executive

Subject: PAY POLICY

1. PURPOSE OF REPORT

- 1.1 To make recommendations in relation to the 2013/14 Pay Policy and to consider the development of an all encompassing Pay Policy, including the possible introduction of a Living Wage for Council employees for approval later in the year.

2. BACKGROUND

- 2.1 Under the Localism Act 2011, the Council has to publish a Pay Policy each year. Sections 38 and 39 of the Localism Act 2011 stipulate;

“38 Pay policy statements

- (1) *A relevant authority must prepare a pay policy statement for the financial year 2012-2013 and each subsequent financial year.*
- (2) *A pay policy statement for a financial year must set out the authority's policies for the financial year relating to—*
- (a) *the remuneration of its chief officers,*
 - (b) *the remuneration of its lowest-paid employees, and*
 - (c) *the relationship between—*
 - (i) *the remuneration of its chief officers, and*
 - (ii) *the remuneration of its employees who are not chief officers.*
- (3) *The statement must state—*
- (a) *the definition of “lowest-paid employees” adopted by the authority for the purposes of the statement, and*
 - (b) *the authority's reasons for adopting that definition.*
- (4) *The statement must include the authority's policies relating to—*
- (a) *the level and elements of remuneration for each chief officer,*

- (b) remuneration of chief officers on recruitment,
 - (c) increases and additions to remuneration for each chief officer,
 - (d) the use of performance-related pay for chief officers,
 - (e) the use of bonuses for chief officers,
 - (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
- (5) A pay policy statement for a financial year may also set out the authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

39 Supplementary provisions relating to statements

- (1) A relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force.
 - (2) The first statement must be prepared and approved before the end of 31 March 2012.
 - (3) Each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.
 - (4) A relevant authority may by resolution amend its pay policy statement (including after the beginning of the financial year to which it relates).
 - (5) As soon as is reasonably practicable after approving or amending a pay policy statement, the authority must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the authority's website).
- 2.2 It should be noted that there is no legislative requirement to publish a pay policy covering employees other than in relation to Chief Officers and the lowest paid employees.
- 2.3 The Department for Communities and Local Government and the JNC for Chief Executives previously provided guidance on the content of pay policies.
- 2.4 On 9 November 2012, Eric Pickles issued a news article which included the following

"The Localism Act requires councils to publish their pay policies so that local remuneration arrangements - particularly for chief officers - are out in the open and provide value for money for local taxpayers. The associated guidance states councils should vote on pay deals over £100,000.

Eric Pickles announced he intends to toughen up the guidance before councils publish their pay policies for next year. For example, if smaller councils do not pay staff above £100,000 they should consider setting a lower vote threshold. Ministers will reserve the right to regulate should councils not act on it.

It also states that councils should also publicly justify any big bonuses; above inflation pay rises; hiring staff already in receipt of public sector retirement or severance money; and avoid any perceptions of minimising tax payments.”

- 2.5 To date the Department for Communities and Local Government has not provided any additional guidance which expands upon the above news article. If any guidance is issued before your meeting this will be reported verbally.
- 2.6 The Council's 2012/13 Pay Policy (Appendix 1) agreed at Council on 12 April 2012 was designed to meet the legislative requirements only and was not updated during the year for any changes. The proposed 2013/14 Pay Policy (Appendix 2) has been developed on the same basis with the significant changes being in relation to the information about
- the revised pay ranges and performance increments for the post of Chief Executive and Director of Regeneration and Neighbourhoods
 - the pay arrangements for Public Health senior managers who will transfer to the Council on 1 April 2013
 - the pay arrangements in respect of duties undertaken by senior managers on behalf of Cleveland Fire Brigade
 - the approach to bonuses (which are not payable unless there is an entitlement under a TUPE or similar transfer)
 - the 'pay multiple' which is now based on median pay rather than mean pay
- 2.7 At its meeting on 14 February 2013, Council considered the proposed 2013/14 Pay Policy (Appendix 2) and referred it to this committee for further consideration with a view to making recommendations to Council.

3. 2013/14 PAY POLICY

- 3.1 As indicated above the proposed 2013/14 Pay Policy has been developed to meet legislative requirements only. The 2013/14 Pay Policy has to be approved by Council and there is therefore little time to make any significant changes to the 2013/14 Pay Policy before the next Council meeting.
- 3.2 Officers have also started to develop an all encompassing Pay Policy which reflects current arrangements and applies to all employees with a view to presenting this to Council later in the year for approval.
- 3.3 The current arrangements which could be included in the all encompassing Pay Policy include
- All National Conditions of Service in use in the Council
 - The Single Status Agreement covering most employees
 - All Pay Structures in use in the Council
 - Use of Job Evaluation
 - Remuneration on appointment
 - Increment arrangements
 - Additional Remuneration arrangements
 - Payments on Termination of Employment

- The Pay of Agency Workers
 - Apprentice arrangements
 - Contractors pay
- 3.4 Clarification of the Council's policy could also be provided in the all encompassing Pay Policy in respect of
- Employment of Individuals already in receipt of a public sector pension
 - The 'Living Wage' – see section 4 for more details
- 3.5 There will be the opportunity at a later date for members of the Finance and Policy Committee to consider and make recommendations to Council as to
- whether the current arrangements in respect of the arrangements outlined in paragraph 3.3 above are appropriate and
 - the appropriate policies in respect of the issues detailed in paragraph 3.4 above
- 3.6 There will be no financial implications if the current arrangements detailed in paragraph 3.3 are confirmed and a policy is determined in respect of the employment of individuals already in receipt of a public sector pension.

4. THE 'LIVING WAGE'

- 4.1 The 'Living Wage' is a national campaign run initiated by the Living Wage Foundation which is designed to address poverty as part of a package of measures. The national 'Living Wage' is currently £7.45 per hour and a number of businesses e.g. KPMG and local authorities e.g. Birmingham have committed themselves to the national Living Wage. Other local authorities have committed to a local Living Wage e.g. Manchester (£7.15 per hour) and Newcastle (£7.20 per hour). The lowest pay rate in Hartlepool is £6.38 per hour and the national minimum wage for people aged 21 and over is £6.19 per hour.
- 4.2 It has been estimated that
- around 500 Council employees would benefit from implementing the Living Wage of £7.45 per hour at an annual cost of £209,438
 - around 325 Council employees would benefit from implementing a Living Wage of £7.20 per hour at an annual cost of £131,063.
- 4.3 More employees would benefit if schools also adopted a Living Wage, although the schools and not the Council would be responsible for any additional costs. As a minimum Community and Voluntary Controlled Schools would need to be consulted on any proposals to pay a Living Wage as their employees are employed by the Council and are therefore able to use Council employees as comparators in any equal pay claims. The same does not apply in Aided and Foundation Schools and Academies as the Governing Body is the employer.

- 4.4 There is currently no budget provision for a Living Wage and any additional costs would represent an additional budget pressure unless the costs could be contained within existing staffing budgets. Cabinet have previously authorised discussions with the trade unions regarding possible savings from changes in employees terms and conditions. It is recommended that any additional costs arising from the possible introduction of a Living Wage be funded from savings from changes in employees terms and conditions, although this will reduce the amount of savings which can potentially be used to bridge the budget gap.
- 4.5 There are a number of options for introducing a Living Wage within the Council each with their own complexities and challenges which will need to be discussed with the trade unions. For example will a Living Wage be a contractual or non contractual payment, how will the level be set and increased each year etc.
- 4.6 The Living Wage Foundation are also calling for a requirement to pay the Living Wage to be included in Council contracts for goods and services and for the private and voluntary sectors to pay the Living Wage to their employees.
- 4.7 If members wish to explore the introduction of a Living Wage for Council employees (and possibly more widely) it is suggested that a more detailed report be submitted to the Finance and Policy Committee later in the year and be aligned with the Cabinet decision to review Terms and conditions to minimise the impact on the Medium Term Financial Strategy.
- 4.8 Members may also wish to consider whether to recommend to Council that a commitment to explore further a Living Wage for Council employees be included in the 2013/14 Pay Policy.

5. RECOMMENDATIONS

- 5.1 That the 2013/14 Pay Policy (Appendix 2) be recommended to Council, subject to any comments Members may make.
- 5.2 That the development of an all encompassing Pay Policy and the intention to submit a report to the Finance and Policy Committee later in the year be noted.
- 5.3 That a more detailed report be submitted to the Finance and Policy Committee later in the year if members wish to explore further the introduction a Living Wage for Council employees (and possibly more widely) aligned with the Cabinet decision to review Terms and conditions to minimise the impact on the Medium Term Financial Strategy.

6. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE

- 6.1 Not applicable – Appendices attached

7. BACKGROUND PAPERS

7.1 Workforce Arrangements Report to Cabinet on 19 November 2012.

8. CONTACT OFFICER

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Hartlepool Borough Council
Pay Policy Statement 2012/13
(as agreed at Council on 12 April 2012)
 (Section 38, Localism Act 2011)

1.1 Introduction

This document sets out the Council's pay policy in relation to the remuneration of its staff in accordance with section 38 of the Localism Act 2011. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website as soon as reasonably practicable after approval or amendment.

- 1.1 The arrangements set out within this document do not extend to those members of staff who are employed within schools.

2.0 Definitions

The following definitions will apply throughout this policy statement:

2.1 'Lowest-paid employees':

those staff who are employed in jobs which are paid at Band 1 (spinal column point 5), this being the lowest salary paid to employees.

2.2 'Chief Officer':

Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989;

Monitoring officer designated under section 5(1) of that Act;

Any statutory chief officer mentioned in section 2(6) of that Act;

Any non-statutory chief officer mentioned in section 2(7) of that Act;

Any deputy chief officer mentioned in section 2(8) of that Act.

Note: In Hartlepool BC Deputy Chief Officer includes Green Book employees.

3.0 Chief Officers

3.1 Levels and Elements of remuneration for Chief Officers

The following principles will apply:

Chief Officer posts and the attributable salaries which are currently payable from appointment are as follows:

<u>Role</u>	<u>Salary</u>
JNC Chief Executive	£ 158,000 - £168,000 p.a.
JNC Executive Directors	£ 120,000 - £130,000 p.a.
JNC Assistant Director / HOS CO1	£ 70,254 - £81,062 p.a.
JNC Assistant Director / HOS CO2	£ 64,850 - £75,658 p.a.
JNC Assistant Director / HOS CO3	£ 54,041 - £64,850 p.a.
NJC Band 15	£ 43,684 - £47,744 p.a.
NJC Band 14	£ 38,961 - £42,617 p.a.

Salary scales include an entitlement to incremental progression.

- 3.2 JNC Chief Executive/Chief Officer terms and conditions are incorporated into all Chief Officers' contracts of employment. NJC for Local Government Services (LGS) terms and conditions and the Council's Single Status Agreement are incorporated into NJC (LGS) Bands 14 & 15.
- 3.3 The salaries attributable to Chief Officer posts are subject to job evaluation and based on:
- clear salary differentials which reflect the level of responsibility attached to any particular role; and
 - rates which are reasonably sufficient to recruit and retain senior officers taking into account market conditions.
- 3.4 Increases in pay for Chief Officers will occur only as a result of:
- pay awards agreed by way of national/local collective pay bargaining arrangements; or
 - significant changes to a Chief Officer's role which result in a higher salary being appropriate as confirmed by the outcome of an appropriate job-evaluation process.
 - recruitment and/or retention payments which, in all the given circumstances at the relevant time, are deemed necessary in the best interests of the Council and which are determined under a relevant policy relating to such payments.
- 3.5 It is expected that senior officers will perform to the highest level and performance related pay does not, therefore, form part of current remuneration arrangements. This position will be reviewed if legislation and/or guidance relating to senior posts is changed.
- 3.6 In cases of new JNC Chief Executive and Chief Officer recruitment, an appointment may not be made in respect of any post without the prior approval of the full Borough Council.
- 3.7 **Election Duties undertaken by Chief Officers**
- Fees for election duties undertaken by chief officers are not included in their salaries. These are determined separately in consultation with the other Tees Valley Councils. For contested elections the fees are based on an agreed sum for the first 1000 electors and a further sum for each additional 1000 electors or fraction thereof, and a set agreed sum for uncontested elections.
- 3.8 **Payments to Chief Officers upon termination of their employment**
- Chief Officers who cease to hold office or be employed by the Council will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contract of employment, their general terms and conditions and existing policies.
- 3.9 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Council's Early Retirement and Redundancy Policy sets out provisions which apply to all staff regardless of their level of seniority.
- 3.10 The Council's Early Retirement and Redundancy Policy also sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.

4.0 Publication of and access to information relating to remuneration of chief officers.

Information will be published on the Council's website in line with The Code of Recommended Practice for Local Authorities on Data Transparency.

5.0 Remuneration of lowest paid employees.

The Council introduced 'single status arrangements' with effect from 2007. The lowest paid employees within the authority are appointed to posts which have been evaluated using an agreed job evaluation scheme and are remunerated accordingly.

6.0 Relationship between Chief Officer and non-Chief Officer remuneration:

The 'pay multiple' for the Council is determined by comparing the hourly pay (*) for the highest paid employee against that of the mean basic hourly pay for the organisation as a whole. (**)

(*) Using Green Book hourly rate formula i.e. salary x 7/365 x 1/37

(**)The guidance makes reference to "The Code of Recommended practice for Local Authorities on Data Transparency – Paragraph 12, Bullet 4.

6.1 The Council's current pay multiple is 7.73

6.2 The Council will generally aim to ensure that the pay multiple does not exceed ten.

7.0 General principles regarding remuneration of staff:

7.1 The salaries attributable to posts are determined via job evaluation. Staff are remunerated according to the evaluated score of the post they hold and by reference to the salary scale existing at any given time.

7.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified. However, in the event of any member of staff securing a higher-graded post via internal promotion/recruitment and there being an overlap of salary points between their current post and bottom point of the newly secured position, then the Council will generally pay at a minimum point in the new grade which provides a reasonable increase. Where staff are redeployed because of redundancy or ill health, they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.

Hartlepool Borough Council

Proposed Pay Policy Statement 2013/14

(Localism Act 2011)

1.1 Introduction

This document sets out the Council's pay policy in relation to the remuneration of its staff for the period 1 April 2013 to 31 March 2014 in accordance with section 38 of the Localism Act 2011. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website as soon as reasonably practicable after approval or amendment.

- 1.1 The arrangements set out within this document do not extend to those members of staff who are employed within schools.

2.0 Definitions

The following definitions will apply throughout this policy statement:

2.1 'Lowest-paid employees':

those staff who are employed in jobs which are paid at Band 1 (spinal column point 5), this being the lowest salary paid to employees.

2.2 'Chief Officer':

Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989;

Monitoring officer designated under section 5(1) of that Act;

Any statutory chief officer mentioned in section 2(6) of that Act;

Any non-statutory chief officer mentioned in section 2(7) of that Act;

Any deputy chief officer mentioned in section 2(8) of that Act.

Within Hartlepool, the above definition includes employees on JNC for Chief Executive, JNC for Chief Officer and NJC for Local Government conditions of service.

3.0 Chief Officers

3.1 Levels and Elements of remuneration for Chief Officers

The following principles will apply:

Chief Officer posts and the attributable salaries which are currently payable from appointment from 1 April 2013 are as follows:

Role	Annual Salary Band as at 1 April 2013¹
Chief Executive	£140,000 – 150,000
Director of Child and Adults	£120,000 - 130,000
Director of Regeneration and Neighbourhoods	£100,000 - £110,000
Director of Public Health	£81,481 ^{2,3}
Chief Officer 1	£70,254 - £81,062
Chief Officer 2	£64,850 - £75,658
Chief Officer 3	£54,041 - £64,850
Band 15	£43,684 - £47,744
Band 14	£38,961 - £42,617
Agenda for Change Level 8b	£45,254 - £55,945 ²

There has been no annual “cost of living” pay award for the Chief Executive, Director of Child and Adults, Director of Regeneration and Neighbourhoods and Chief Officer 1-3 since April 2008, for Director of Public Health and Bands 14-15 since April 2009 and for Agenda for Change Level 8b since April 2010.

1 will be automatically updated for any annual pay award (subject to national agreement)

2 TUPE like transfer on 1 April 2013

3 Spot Salary

- 3.2 JNC Chief Executive/Chief Officer terms and conditions are incorporated into all Chief Officers’ contracts of employment. NJC for Local Government Employees terms and conditions and the Council’s Single Status Agreement are incorporated into NJC Bands 14 & 15.
- 3.3 The salaries attributable to Chief Officer posts are subject to job evaluation and based on:
- clear salary differentials which reflect the level of responsibility attached to any particular role; and
 - rates which are reasonably sufficient to recruit and retain senior officers taking into account market conditions.
- 3.4 Increases in pay for Chief Officers will occur only as a result of:
- pay awards agreed by way of national/local collective pay bargaining arrangements; or
 - significant changes to a Chief Officer’s role which result in a higher salary being appropriate as confirmed by the outcome of an appropriate job-evaluation process or
 - recruitment and/or retention payments which, in all the given circumstances at the relevant time, are deemed necessary in the best interests of the Council and which are determined under a relevant policy relating to such payments.

- 3.5 All salary scales include an entitlement to annual incremental progression up to the maximum point in the pay scale.
- The increments for the Chief Executive and Director of Regeneration and Neighbourhoods are performance linked and performance criteria set for a year
- 3.6 It is expected that senior officers will perform to the highest level and, except where entitlement to such payment arises because of a TUPE (or similar) transfer, performance related pay and bonus does not, therefore, form part of current remuneration arrangements. This position will be reviewed if legislation and/or guidance relating to senior posts is changed.
- 3.7 **Election Duties undertaken by Chief Officers**
Fees for election duties undertaken by chief officers are not included in their salaries. These are determined separately in consultation with the other Tees Valley Councils. For contested elections the fees are based on an agreed sum for the first 1000 electors and a further sum for each additional 1000 electors or fraction thereof, and a set agreed sum for uncontested elections
- 3.8 **Payments to Chief Officers upon termination of their employment**
Chief Officers who cease to hold office or be employed by the Council will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contract of employment, their general terms and conditions and existing policies.
- 3.9 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Council's Early Retirement and Redundancy Policy sets out provisions which apply to all staff regardless of their level of seniority.
- 3.10 The Council's Early Retirement and Redundancy Policy also sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.
- 3.11 **Payments to Chief Officers in relation to work undertaken on behalf of Cleveland Fire Brigade**
The Chief Finance Officer receives a payment of £3,432 per annum for acting as Deputy Treasurer to Cleveland Fire Authority. This payment has not changed since April 2010 and the cost is paid for by the Fire Authority.
- The Chief Solicitor receives a payment of £3,432 per annum for acting as Monitoring Officer to Cleveland Fire Authority. This payment has not changed since April 2010 and the cost is paid for by the Fire Authority.
- 3.12 **Payments to the Director of Public Health**
The Director of Public Health has access to the NHS very senior

manager bonus arrangements as a consequence of a TUPE like transfer on 1 April 2013.

4.0 Publication of and access to information relating to remuneration of chief officers.

Information will be published on the Council's website in line with The Code of Recommended Practice for Local Authorities on Data Transparency⁴.

⁴ Available at:

www.communities.gov.uk/publications/localgovernment/transparencycode

5.0 Remuneration of lowest paid employees.

The Council introduced 'single status arrangements' with effect from 2007. The lowest paid employees within the authority are appointed to posts which have been evaluated using an agreed job evaluation scheme and are remunerated accordingly.

6.0 Relationship between Chief Officer and non-Chief Officer remuneration:

The 'pay multiple' for the Council is determined by comparing the hourly pay for the highest paid employee against that of the median basic hourly pay for the organisation as a whole. (*)

Technical note:

Using Green Book hourly rate formula i.e. basic salary x 7/365 x 1/37

- 6.1 The Council's median pay multiple at 31 December 2012 is 8.16
- 6.2 The Council will generally aim to ensure that the pay multiple does not exceed ten.

7.0 General principles regarding remuneration of staff:

- 7.1 The salaries attributable to posts are determined via a job evaluation. Staff are remunerated according to the evaluated score of the post they hold and by reference to the salary scale existing at any given time.
- 7.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified. However, in the event of any member of staff securing a higher-graded post via internal promotion/recruitment or the grade of their post increases following review and there being an overlap of salary points between their current post and bottom point of the newly secured position, then the Council will generally pay at a minimum point in the new grade which provides a reasonable increase. Where staff are redeployed because of redundancy or ill health, they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.

- 7.3 The Council does not enter into arrangements with individuals to minimise their tax and national insurance contributions.