

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Room 15, Priory House, Monks Walk, Shefford on Thursday, 9 February 2012

PRESENT

Cllr Mrs J G Lawrence (Chairman)

Cllrs J A E Clarke
J G Jamieson
D Jones

Cllrs M R Jones
K C Matthews

Apologies for Absence: Cllr R C Stay

Members in Attendance: Cllr P N Aldis

Officers in Attendance: Mr J Atkinson – Head of Legal and Democratic Services
Ms D Clarke – Assistant Chief Executive People and Organisation
Mrs C Jones – Head of HR Policy and Development
Mr L Manning – Committee Services Officer

GPC/11/33 **Minutes**

RESOLVED

that the minutes of the meeting of the General Purposes Committee held on 8 December 2011 be confirmed and signed by the Chairman as a correct record.

GPC/11/34 **Members' Interests**

(a) **Personal Interests:-**

None.

(b) **Personal and Prejudicial Interests:-**

None.

GPC/11/35 **Chairman's Announcements and Communications**

The Chairman referred to the resolution under minute GPC/11/30 of the last meeting which had directed that the concept of warding the Parish of Stotfold be explored and that the findings be reported to a meeting of the Committee in

early March. She advised Members that a report, including an analysis of the outcome of the associated public consultation exercise, would not now be available until the Committee's next scheduled meeting on Wednesday, 11 April 2012.

GPC/11/36 **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

GPC/11/37 **Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

GPC/11/38 **Pay Policy Statement 2012/13**

The Committee considered a report by the Assistant Chief Executive People and Organisation which set out the proposed Pay Policy Statement for 2012/13. The meeting noted that the Localism Act 2011 required all local authorities to prepare, approve and publish a pay policy statement for the financial year 2012/13 and for each subsequent year. The meeting further noted that, under its current terms of reference, the General Purposes Committee would have approved the Policy and it would then have been adopted by Council. However, the Localism Act required that the Policy be approved by full Council. In addition, pay policy statements would need to be approved and adopted by full Council annually before 31 March, immediately prior to the financial year to which they applied.

Turning to the Policy itself Members were advised that the legislation extended the existing requirements under the Code of Transparency so that Chief Officer remuneration was now required to be published on council websites. The Committee was aware that Central Bedfordshire already complied with this requirement.

The Committee was also advised that the legislation had drawn on Hutton's Fair Pay Review in the Public Sector 2011 and introduced requirements to compare the policies on the remuneration of chief officers and other employees in the Authority and set out a policy on the lowest paid (excluding local authority schools to which the Act did not apply).

The Committee was assured that the draft Pay Policy Statement 2012/13 met the requirements of the Localism Act and that it referred to information relating to the Council's existing policies and terms and conditions.

NOTED

the draft Pay Policy Statement for 2012/13.

RECOMMENDED TO COUNCIL

- 1 that the draft Pay Policy Statement 2012/13, as set out at Appendix A to these minutes, be approved and adopted;**
- 2 that, following approval and adoption, the Pay Policy Statement 2012/13 be published on the Council's website.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 9.37 a.m.)

Chairman

Dated

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CENTRAL BEDFORDSHIRE COUNCIL**PAY POLICY STATEMENT 2012/13****1. INTRODUCTION**

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and with regard to the guidance issued by the Secretary of State under Section 40 of the Act.

It is made available on the Council's website. The Council's website also includes separately published [salary information](#) relating to Chief Officers as part of the Transparency Code.

2. SCOPE

The Localism Act sets out the posts that are considered to be Chief Officers. In terms of Central Bedfordshire this will cover the Chief Executive as Head of Paid Service, Directors and Assistant Chief Executives, the Monitoring Officer, Section 151 Officer and a number of Assistant Directors and Heads of Service who are regarded as Deputy Chief Officers.

In accordance with the Act, the Pay Policy Statement provides information about the remuneration paid to the Council's Chief Officers and other prescribed categories of employee. It covers all employees of Central Bedfordshire Council irrespective of legacy terms and conditions where they remain.

This policy does not apply to staff employed by local authority schools as the Localism Act does not include them.

3. REMUNERATION OF CHIEF OFFICERS

The Chief Executive and Directors Terms and Conditions are in line with the National Conditions of Service for Chief Executives and Chief Officers.

Chief Executive

The Chief Executive is the Council's Head of Paid Service. As at 31 March 2012, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives. The decision to award an incremental increase to the Chief Executive is made by the Leader.

The starting salary paid to the Chief Executive will be that determined by the Appointments Committee, taking in to consideration guidance from the NJC National Framework and market forces.

In addition to the above salary, the Chief Executive is entitled to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

The Head of Paid Service is additionally the Council's Returning Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the council. The fee paid to the Returning Officer is determined by legislation and the recovery of the costs of the Returning Officers' services and expenses at a UK or European Parliamentary election is met from Central Government funds and so does not constitute a cost to the Council. Where local elections occur a scale of fees and charges, approved by the Council, determines the total overall amount the Returning Officer may expend in connection with an election. The fees paid to staff who undertake election duties are broadly in line with central government rates.

Directors

The salary scale for the Council's Directors is £115,461 - £140,561. There are 6 incremental points within this grade. The starting salary will be that determined by the Appointments Committee, taking in to consideration guidance from the NJC National Framework and market forces.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives and the authorisation of the Chief Executive.

The Director of Children's Services is entitled to an additional duties allowance of £13,051.56 per year as Council's Deputy Chief Executive and to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

The Council's Assistant Chief Executive is employed as an interim via Carlisle Managed Solutions and is not directly employed by the Council.

Assistant Directors and Heads of Service

Terms and Conditions for Assistant Directors and Heads of Service are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The Council's pay scales for these posts are as follows:

Assistant Directors - the salary scale is determined by job evaluation for the post but will be within the range £60,728 - £89,082. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by job evaluation grade for the post but will be within the range of £46,733 - £50,982, or £56,646 - £60,896, Each grade has 3 incremental points.

Section 151 Officer and Monitoring Officer

The Council's Chief Finance (section 151) Officer and Monitoring Officer are graded at £80,000 - £84,999 and £56,646 - £60,898 respectively. The Monitoring Officer also receives an annual allowance £5,000 for additional responsibilities as the Council's Monitoring Officer.

Currently the Council does not have any performance related pay systems or bonus schemes in place for any Chief Officers

4. REMUNERATION OF OTHER EMPLOYEES

Terms and Conditions for Assistant Directors, Heads of Service and remaining officers are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 have been exempted from this reduction.

Pay rates are negotiated at a national level through the NJC, therefore the Council will apply any cost of living pay awards to the revised pay scales.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £12,145 - £45,325.

The Council does not have any performance related pay systems or bonus schemes in place for any employees.

Any Market Supplement that is paid for specifically identified posts will be in accordance with the Council's Market Rate Supplement policy.

Employees may be eligible for a business mileage related lump sum car allowance in accordance with the published scheme.

5. PAY COMPARISONS

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as scp 4. As at 31 March 2012 this is £12,145pa.

The current pay multiple demonstrating the relationship between the Council's highest paid employee and the median salary package of the Council's workforce is 6.7. This is below the expected multiples of 8.1-12.1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (March 2011) Report.

It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median salary package of the Council's workforce.

6. PENSIONS PROVISIONS

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the [LGPS website](#)

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers

7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS

The Council will normally pay severance in redundancy situations based upon the Statutory Redundancy Payment Scheme using actual weekly salary where this is greater than statutory redundancy pay. Any employee with 2 years' continuous service, including Chief Officers, irrespective of hours worked, is eligible for a redundancy payment should he or she be dismissed by reason of redundancy.

Any request for early retirement on the grounds of efficiency of the service must receive member approval.

8. REVIEW

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2013/14 and will be submitted to Full Council for approval by 31 March 2013.

If it should be necessary to amend this 2012/13 Statement during the year that it applies, an appropriate resolution will be made by Full Council.