

NORTHUMBERLAND

Northumberland County Council

Pay Policy Statement

April 2018 to March 2019

Purpose

- 1 The Localism Act 2011 requires the County Council to prepare and publish a pay policy statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council also wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.
- 2 This policy statement applies to the 2018-19 financial year and has been approved at a meeting of the full County Council which was open to the public and observers. It will be reviewed annually and takes into account the guidance on openness issued by the Secretary of State for Communities and Local Government.

Scope

- 3 The policy applies to all Council employees although it does not normally refer to particular individuals (except where specifically agreed) to ensure the Data Protection Act is adhered to. This policy does not apply to school staff as it is the responsibility of each school to determine their own pay policies.
- 4 The Council's policies and schemes relating to Data Transparency, and the guidance on transparency issued by the Secretary of State for Communities and Local Government should be read in conjunction with this pay policy statement.

Publication

- 5 This policy will be published on the Council's internet site and will be made available to the community. This will enable local people to have an informed view of whether local decisions on all aspects of remuneration are reasonable and make the best of public funds.

Salaries of Chief Officers and Senior Posts

- 6 The Council's management structure, along with the salaries of the Council's Chief Officers and its most senior staff will be published on the Council's internet site. Other than the Chief Fire Officer and the Deputy Chief Fire Officer, these posts are evaluated using the Local Government Employers job evaluation scheme and the salary bands are determined by Full Council. When

determining salary bands, the Council takes into account a number of factors, including:

- The current labour market
- The Council's senior structure, financial situation and foreseeable future changes to these
- The total remuneration package
- How pay is linked to remuneration of the wider workforce and national negotiating frameworks
- The costs over the short, medium and long term.

The Committee also has access to appropriate independent expert advice where necessary. Senior management pay bands will increase in line with the nationally negotiated pay increase for the NJC for Local Government Services employees. The Committee also has the discretion to agree additional pay points if required.

The Chief Fire Officer, and the Deputy Chief Fire Officer posts are evaluated having regard to the provisions of the National Joint Council for Brigade Managers of Fire and Rescue Services, and to other fire authorities, local circumstances, local labour markets, and the points outlined above.

- 7 For the purpose of this policy statement, the Council defines its senior posts as those at Head of Service level and above.
- 8 The Council's Chief Executive works within the national conditions of service covered by the JNC for Chief Executives. The Deputy Chief Executive, Directors and Heads of Service above Band 14 are covered by the JNC for Chief Officers.
- 9 The data publicised for senior posts will detail the post title, the banding range (as recommended by the Department for Communities and Local Government in its guidance on Data Transparency), and the name of the current post holder. The conditions of service for senior staff require them to agree to the publication of such information.
- 10 All senior staff are appointed to a spot point within their salary range and there is no automatic incremental progression within the range. The default position is that there is no increment awarded, however, the Head of Paid Service will review the performance of each post holder and may award an increment in accordance with the Senior Manager Terms and Conditions of Employment. There is no "earn back" scheme in operation.
- 11 In addition to the above, for Chief Officer posts, salary and any other fees, allowances, bonuses, performance related pay, and benefits in kind that the post holder would routinely be entitled to will also be published in the Council's Statement of Accounts. The following posts are defined as Chief Officers:

- Chief Executive
 - Deputy Chief Executive (one of the Executive Directors will act as Deputy Chief Executive and an allowance will be paid to them for this responsibility)
- 12 Senior Officers are employed on terms and conditions of service, known as *Northumberland County Council Terms & Conditions for Senior Management*, which are locally determined and are supplemented by policies of the Council.
- 13 All County Council employees covered by this pay policy statement who have a contract of employment for at least 3 months, and, all Fire Authority employees, are automatically enrolled into the appropriate pension scheme i.e. the Local Government Pension Scheme (LGPS) or the Firefighters Pension Scheme. The employer will make pension contributions to those schemes. In respect of the LGPS, the current employers contribution rate is 18.5 % of pensionable pay in respect of future service accruals and, in addition, lump sum payments are made in respect of the past service deficit. There are 3 Firefighters Pensions Scheme currently in operation. In respect of the old Firefighters Pension Scheme (the scheme in existence prior to 6 April 2006) the employer pays a pension contribution of 21.7% of pensionable pay. In respect of the Firefighters Pension Scheme (which commenced on 6 April 2006), the employer pays 11.9% of pensionable pay. In respect of the latest Firefighters Pension Scheme (which commenced on 1 April 2015), the employer pays 14.3 % of pensionable pay. Employees can opt of out of their pension scheme if they wish.
- 14 If a Chief Officer or Senior Officer is the lead professional officer in the Council, the Council will pay for membership of one professional institution. Additional subscriptions may be paid if the individual's membership is on behalf of the Council as a corporate body. Any subscription of this type must be approved in advance by the Head of Paid Service.
- 15 Any appointment within the Council that attracts a salary package of £100,000 or more will be considered by Full Council before it is advertised. Members will be given the opportunity to vote on whether they agree with proceeding with the recruitment for the post. Salary package in this respect includes salary and any other fees, allowances, bonuses and benefits in kind that the post holder would routinely be entitled to. This does not include the employer's pension contributions should the post holder choose to join a pension scheme.

Salaries of Posts below Head of Service

- 16 The band applicable to a post in bands 1-10 (spinal column point 6–49 inclusive) is determined using the job evaluation scheme recommended by the NJC for Local Government Services. A panel of experienced trade union representatives and HR officers evaluate each post using agreed job descriptions. Posts in bands 11-13 (spinal column point 50–61 inclusive) are evaluated using the Local

Government Employers job evaluation scheme. There is a right of appeal against the grade determined for the job in accordance with a locally agreed procedure. There is also an agreed procedure for consideration of individual re-grading requests.

- 17 There are thirteen bands covering posts below Head of Service. Each band has a number of spinal pay points with a differential falling within agreed parameters. It is the Council's policy to appoint at the bottom of the relevant pay band with agreed rules around appointment, promotion or re-grading to a post with a higher maximum salary. In exceptional circumstances where this is not the case, appointing officers are required to provide clear evidence so that the principles of equal pay for work of equal value are not undermined.
- 18 Pay bands will be updated annually in line with guidance from the National Employers. Incremental progression within each pay band is normally applicable from 1 April each year up to the maximum of the band, subject to six months' service within the band. Where the service requirement is not met on 1 April, the increment will be paid on the six-month anniversary of the employee's start date on that band.
- 19 The Council's arrangements for remuneration in respect of additional payments and allowances are outlined in Northumberland County Council's Terms and Conditions of Employment, as are the methods of calculating pay for part time and term time only workers.

Salaries of Other Posts

- 20 There are a small number of other staff groups employed by the Council who are not covered by Northumberland County Council's Terms and Conditions of Employment. The pay levels for Youth and Community Workers, Tutors, Soulbury employees, centrally employed Teachers, Coroners, Uniformed Firefighters and Firefighter Senior Managers are determined by applying the relevant rules applicable within their own nationally agreed terms and conditions.

Relationship between Senior Posts and Lowest Paid Posts

- 21 As at December 2017, the Council's pay multiple i.e. the ratio between the highest paid employee and the median average earnings is 9.00. This pay multiple is considered to be appropriate and not represent an excessive pay gap.

Severance and Redundancy Payments

- 22 In accordance with the discretions provided within Local Government Regulations, the Council maintains a local severance/redundancy payments scheme. This is reviewed on a regular basis and is published on the Council's internet site. Any changes to this scheme are consulted upon with the relevant trade unions recognised by the Council for collective bargaining purposes. Any significant changes to the scheme must be approved by Cabinet. This scheme is not contractual, and the County Council may vary the discretionary terms of

the scheme. Payments must always be in the financial and managerial interests of the County Council and all cases must be approved by the relevant Executive Director and the Head of Paid Service or his/her nominated representative. Any discretionary elements of the scheme are subject to Staff and Appointments Committee approval.

- 23 Severance or redundancy payments made to any Chief Officers and Senior Officers will be published in the Council's Statement of Accounts as required.
- 24 The Staff and Appointments Committee has delegated authority from Full Council to approve severance and redundancy payments for Chief Officers, unless the severance package (including redundancy, any discretionary elements, strain on pension fund costs and any pay in lieu of notice) exceeds £100,000, in which case the proposal must be approved by Full Council.
- 25 Any severance or redundancy package for any other employee where the cost exceeds £100,000 (including redundancy pay, any discretionary elements, strain on pension fund costs and any pay in lieu of notice) must be approved by Full Council.
- 26 The Public Sector Exit Payment Regulations 2016 with Regulations to follow are expected to come into force from a date yet to be confirmed (initially it was expected to be October 2017). These will see the introduction of a £95,000 cap on the total value of exit payments as envisaged in the Enterprise Bill 2015-16.

The draft regulations also include a general provision of any other payment made as a consequence of, in relation to or conditional on loss of employment whether under a contract of employment or otherwise. The regulations are expected to include a power for Full Council to waive the cap in relation to payments made by itself.

The Small Business, Enterprise and Employment Act 2015 was passed in 2015 (with Regulations to follow) and deals with the legal requirement for individuals to repay "prescribed" public sector exit payments if they are re-employed in the same public sector area within one year.

Once the regulations have been received the Director of Human Resources will produce a report for the Staff and Appointments Committee for consideration and recommendation to Full Council.

Additional Special Payments

- 27 To ensure the Council has sufficient flexibility to cope with a variety of circumstances, foreseeable or not, the Head of Paid Service or an individual nominated by the Head of Paid Service may agree the use of market supplements or other such mechanisms for individual categories of posts, individual posts, or individual employees.

28. The statutory role of Returning Officer carries a statutory fee at centrally funded polls such as Parliamentary elections and national referenda. At such polls this fee is set by order based on local authority size. At County Council and Town & Parish elections (local elections), the Returning Officer's fee is not set by order and is subject to local discretion. Annex 1 sets out the NCC Returning Officer fee for local elections alongside the calculation of payments made to the their core team and all other staff employed at these polls.
29. The Returning Officer's fee at local elections is calculated based on a £100 fee for each contested County division and an additional £75 for each contested Town & Parish (or ward thereof). This differential reflects the many common elements and liabilities across these polls but also the reduced degree of personal risk to which the Returning Officer is exposed at Town & Parish polls.
30. The fee in relation to Town & Parish polls is capped at 60 contests (out of a potential 237) in order to maintain a maximum possible payment that does not exceed the typical fee set by Government at centrally funded polls. This sets a maximum possible fee of £11,500.

Re-Employment of Former Employees

31. The Council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension. However, where staff have requested voluntary redundancy, and this has been approved, then re-employment with the County Council to a permanent, fixed term or temporary post within a period of 2 calendar years will only be with the express approval of the Director of Human Resources. Such approval will only be given on the basis of service need and will take account of current legislation at the date of the request. Posts which are, by their nature, casual and place no obligation on the Council to provide work (and no obligation on an individual to accept work offered) are exempt from this requirement; such posts will include casual registration, electoral and invigilating staff. The County Council does not however approve of "deals" involving the redundancy / early retirement and immediate re-employment of employees either on the payroll or via an agency / consultancy basis. If there are any exceptional circumstances, which might appear to justify such arrangements, these must be discussed and agreed in advance with the relevant Director and Human Resources.

Pay Protection

32. The Council's Pay Protection and Detriment Scheme outlines the circumstances where it is appropriate to provide pay protection.

Secondary Employment

33. Chief Officers may undertake secondary employment if a declaration is made, formal approval is sought and subsequently approved by the Leader of the Council.
34. Senior Officers may undertake secondary employment if a declaration is made, formal approval is sought and subsequently approved by the head of Paid Service.

Policy Review

35. This policy statement will be reviewed annually and any disputes relating to interpretation will be considered by the Head of Paid Service or a person nominated by the Head of Paid Service who will be the final arbiter. Where unforeseen circumstances require flexibility of this policy, the Head of Paid Service, or the Staff and Appointments Committee if the matter concerns a Senior Officer, will have the power to implement changes. Any deviation from the policy in-year will be reported to full Council at the next review date.

Northumberland County Council Returning Officer Pay Policy

Returning Officer and Staff at ordinary County Council and Parish and Town Council Elections

Role	Calculation of fee	Narrative
Returning Officer (RO)	Per county division contested: £100 Plus Per parish/ward contested: £75	Payment for Parish and Town Council elections is made up to a maximum level, representing 60 contests from a total of 237 possible contests)
Senior Elections Manager (SEM)	Per county division contested: £0.09 per contracted hour over 18 week period Plus Per parish/ward contested: £0.068 per contracted hour over 18 week period	Payment for Parish and Town Council elections is made up to a maximum level, representing 60 contests from a total of 237 possible contests)
Elections Officers (EO) x2	Per county division contested: £0.054 per contracted hour over 18 week period Plus Per parish/ward contested: £0.041 per contracted hour over 18 week period	Payment for Parish and Town Council elections is made up to a maximum level, representing 60 contests from a total of 237 possible contests)
Elections Assistants (EA) x2	Per county division contested: £0.032 per contracted hour over 18 week period Plus Per parish/ward contested: £0.024 per contracted hour over 18 week period	Payment for Parish and Town Council elections is made up to a maximum level, representing 60 contests from a total of 237 possible contests)

Electoral Support Assistants x4	Per county division contested: £0.019 per contracted hour over 18 week period Plus Per parish/ward contested: £0.015 per contracted hour over 18 week period	Payment for Parish and Town Council elections is made up to a maximum level, representing 60 contests from a total of 237 possible contests)
Core Election Team out of hours	1.5 x contracted hourly rate	A threshold of hours is set for all core staff before this out of hours rate is applied. For the SEM this is 50 hours For all other staff this is 20 hours
Polling Station staff		
Presiding Officer (PO)	Set fee £224.25	Increased by 20% for combined poll (£269.10)
Poll Clerk (PC)	Set fee £132.25	Increased by 20% for combined poll (£158.70)
Polling Station Inspector (PSI)	Set fee £244.25	Increased by 20% for combined poll (£293.10)
Training fee	£35.00	Flat fee includes mileage
Daytime count staff		
Supervisors	£15.00 per hour	
Supervisors' Assistants	£12.50 per hour	
Assistants	£10.00 per hour	
Security	£12.50 per hour	
Runners/parcel team	£10.00 per hour	
Nighttime count staff		
Supervisors	£20.00 per hour	Represents 25% uplift from daytime rate
Supervisors' Assistants	£18.75 per hour	Represents 25% uplift from daytime rate
Assistants	£15.00 per hour	Represents 25% uplift from daytime rate
Security	£18.75 per hour	Represents 25% uplift from daytime rate
Runners/parcel team	£15.00 per hour	Represents 25% uplift from daytime rate

Postal vote staff		
Senior Verifier	£80 day rate	
Coordinator	£15.00 per hour	
Coordinator's Assistant	£15.00 per hour	
Verifier	£15.00 per hour	
Chief Scanner	£15.00 per hour	
Scanner	£12.50 per hour	
Technical Support	£12.50 per hour	
Supervisor	£12.50 per hour	
Postal vote opener	£10.00 per hour	
Support	£10.00 per hour	
Postal vote replacement issuer	PC fee divided over 5 days	
Overnight postal vote staff		
Coordinator	£22.50 per hour	Represents 25% uplift from daytime rate
Coordinator's Assistant	£22.50 per hour	Represents 25% uplift from daytime rate
Verifier	£22.50 per hour	Represents 25% uplift from daytime rate
Chief Scanner	£22.50 per hour	Represents 25% uplift from daytime rate
Scanner	£18.75 per hour	Represents 25% uplift from daytime rate
Technical support	£18.75 per hour	Represents 25% uplift from daytime rate
Supervisor	£18.75 per hour	Represents 25% uplift from daytime rate
Opener	£15.00 per hour	Represents 25% uplift from daytime rate
Support	£15.00 per hour	Represents 25% uplift from daytime rate

Overnight describes any activity undertaken between the hours of 8pm and 8am.

All qualifying mileage is paid in addition to the payments set out above and in accordance with the standard rate for public sector workers.

The Returning Officer reserves the right to make such reasonable payments not described above as are necessary to the delivery of polls.

Scale of fees for by elections and planning referenda are staffed primarily from the Core Elections Team due to their typically reduced scale. This more limited range of roles is set out below:

Role	Calculation of fee	Narrative
Presiding Officer (PO)	Set fee £224.25	
Poll Clerk (PC)	Set fee £132.25	
Count assistant after hours	Set fee £30.00	
Core Election Team out of hours	1.5 x contracted hourly rate	