

## **PAY POLICY 2012/13** **(As required by the Localism Act 2011)**

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**Note:** Reference is made in this policy to various national and local terms and conditions agreements, policies and schemes. These can be accessed from the following links:

### **National Pay Agreements within Local Government**

1. JNC Chief Executive Terms and Conditions of Service: [www.lge.gov.uk](http://www.lge.gov.uk)
2. JNC Chief Officer Terms and Conditions of Service: [www.lge.gov.uk](http://www.lge.gov.uk)
3. Local Government Pension Scheme: [www.lgps.org.uk](http://www.lgps.org.uk)
4. NJC Terms and Conditions of Service (Green Book): [www.lge.gov.uk](http://www.lge.gov.uk)
5. NJC Terms and Conditions of Services for Craft Workers (Red Book): [www.lge.gov.uk](http://www.lge.gov.uk)
6. Soulbury Terms and Conditions of Service: [www.lge.gov.uk](http://www.lge.gov.uk) (Education & Young People)
7. Teachers Pension Scheme: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)
8. Youth and Community Workers Terms and Conditions of Service (Pink Book): [www.lge.gov.uk](http://www.lge.gov.uk) (Education & Young People)

### **Sefton Council – Local Pay Policies**

1. Local Government Pension Scheme - Discretionary Powers:
2. Payments to Employees Temporarily Undertaking Additional Duties:
3. Point of Minimum Advantage:
4. Sefton's NJC Pay Scale:
5. Non Standard Working Arrangements – Associated Payments

These can be accessed through Sefton's website ([www.sefton.gov.uk](http://www.sefton.gov.uk))

### **Senior Salary Pay Bandings**

These can be accessed through the following link: <http://www.sefton.gov.uk/default.aspx?page=10903>

# **SEFTON COUNCIL**

## **PAY POLICY**

### **(As required by the Localism Act 2011)**

#### **A. OPENING STATEMENT**

1. The aim of this policy is to help maintain and improve the quality of service provision by ensuring that all employees are valued and receive proper reward for their work and contribution. It also serves to satisfy the requirements of the Localism Act 2011 relative to pay accountability.
2. It is recognised that both financial and non-financial rewards are necessary to attract, retain and motivate employees. As such there needs to be a close link between reward and the overall approach to people management, including workforce planning and development strategies. There needs to be a fair balance between changing organisational needs and the aspirations of individuals. Equally there needs to be a recognition of the financial constraints of the current economic climate and the imperative to manage public monies responsibly.
3. This policy will assist in managing pay and other rewards in a fair, equitable, responsible and transparent manner. The Council supports the principle of equality of opportunity in employment. In this regard every endeavour will be made to ensure that employees receive equal treatment, irrespective of their age, gender, race, colour ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.
4. All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.

#### **B. SCOPE OF POLICY**

5. This policy covers all employees other than those in schools. Senior officers are defined as those currently earning £52,800 and above.

(\*The £52,800 threshold is given in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Secretary of State for Communities and Local Government [CLG].)

#### **C. AVAILABILITY OF POLICY**

6. This policy is available on the transparency pages of Sefton's website ([www.sefton.gov.uk](http://www.sefton.gov.uk)).

**D. DECISION MAKING**

- 7. The pay policy aspects of this document are the responsibility of the Pay & Grading Committee with any recommendations for change being subject to the approval of the Council.
- 8. The policy will be reviewed by the Committee at least once every municipal year and referred to the Council for consideration prior to the beginning of the subsequent municipal year on 1<sup>st</sup> April.
- 9. The authority to make decisions in accordance with the policy (i.e. its application) is in accordance with the delegations described in the Council's constitution, which can be found in the documents library on Sefton's website
- 10. The full Council will have the opportunity to vote on the remuneration of senior officers where the value is over £100,000 prior to an offer being made in a new appointment. This will be when a decision is made to fill the post and a recommendation will be made by the Employment Procedure Committee.

**E. BASIC PAY**

***(Senior Officers)***

- 11. Senior officers (other than those paid under the Soulbury agreement – see paras 18 to 21) are paid in accordance with the following grading structure which was constructed on the recommendation of HAY consultants taking account of market value:

	Chief Executive	Strategic Directors	Service Directors			Senior Managers	
		1	2	3	4	5	
i	137,178	99,621	89,508	77,979	65,406	56,670	
ii	140,607	102,111	91,746	79,929	67,041	58,086	
iii	144,036	104,601	93,984	81,879	68,676	59,502	
iv	147,465	107,091	96,222	83,829	70,311	60,918	
v	150,894	109,581	98,460	85,779	71,946	62,334	

- 12. The terms and conditions for the post of Chief Executive are in accordance with the Joint National Council (JNC) Scheme for Chief Executives and, in the case of other senior officer posts, the JNC Scheme for Chief Officers.

13. There is a further senior officer HAY grade (HAY 6) which attracts a salary range below £52,800:

6
44,403
45,573
46,743
47,913
49,083
50,253
51,423

14. The terms and conditions for posts graded HAY 6 are in accordance with the National Joint Council (NJC) Scheme for Local Government services employees (known as the “Green Book”).
15. HAY grades are allocated to posts using the HAY job evaluation system. This system enables the factors of a job to be analysed and translated into a points score which, in turn, is related to the appropriate grade associated with the score.
16. In exceptional circumstances a market supplement may be paid in order to attract/retain the best person for the job and having regard to market values which must be evidenced.

***(Educational Professionals – [Soulbury Agreement])***

17. The Soulbury Committee provides national collective bargaining machinery for advisory staff in Local Authorities. Nationally it covers approximately 10,500 staff including: education improvement professionals, education psychologists, and young people’s/community service managers. In addition to the annual pay increase, the Soulbury Committee also determines the national salary framework.
18. The Soulbury agreement provides three separate sets of pay spines.
- (i) The first is the pay spine for education improvement professionals. The agreement specifies normal minimum entry points for main, senior and principal educational improvement professionals on that pay spine. The agreement also provides that the pay of other professionals on that spine should reflect the comparable levels of responsibility of those postholders and of other postholders, including all education improvement professionals, paid on Soulbury scale.

Spine Point	Salary from 1.9.09
1	£ 32,353
2	£ 33,512
3	£ 34,606
4	£ 35,714
5	£ 36,817
6	£ 37,920
7	£ 39,079
8	£ 40,192 *
9	£ 41,491
10	£ 42,649
11	£ 43,792
12	£ 44,899
13	£ 46,152 **
14	£ 47,269
15	£ 48,503
16	£ 49,620
17	£ 50,739
18	£ 51,837
19	£ 52,969
20	£ 53,554 ***
21	£ 54,679
22	£ 55,658
23	£ 56,738
24	£ 57,705
25	£ 58,741
26	£ 59,749
27	£ 60,781
28	£ 61,827
29	£ 62,876
30	£ 63,924
31	£ 64,961
32	£ 66,016
33	£ 67,071
34	£ 68,151
35	£ 69,228
36	£ 70,337
37	£ 71,427
38	£ 72,529
39	£ 73,616
40	£ 74,702
41	£ 75,795
42	£ 76,885
43	£ 77,975
44	£ 79,071
45	£ 80,164
46	£ 81,257
47	£ 82,356
48	£ 83,446 ****
49	£ 84,539 ****
50	£ 85,632 ****

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

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

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

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

\*\*\*\* Extension to range to accommodate structured professional assessments

- (ii) The second set of spines, for educational psychologists, comprises a single scale for main grade psychologists; a pay spine for senior and principal educational psychologists; and a scale for unqualified assistant educational psychologists.

### **EDUCATIONAL PSYCHOLOGISTS – SCALE A**

Spine Point	Salary from 1.9.09
1	£ 33,934
2	£ 35,656
3	£ 37,378
4	£ 39,100
5	£ 40,822
6	£ 42,544
7	£ 44,165
8	£ 45,786
9	£ 47,305 *
10	£ 48,825 *
11	£50,243 *

**Notes:** Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Extension to scale to accommodate structured professional assessment points

### **SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B**

Spine Point	Salary from 1.9.09
1	£ 42,544
2	£ 44,165
3	£ 45,786 *
4	£ 47,305
5	£ 48,825
6	£ 50,243
7	£ 50,825
8	£ 51,912
9	£ 52,989
10	£ 54,085
11	£ 55,159
12	£ 56,255
13	£ 57,370
14	£ 58,447 **
15	£ 59,575 **
16	£ 60,693 **
17	£ 61,818 **
18	£62,942 **

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

\* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.

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

## **TRAINEE EDUCATIONAL PSYCHOLOGISTS**

Spine Point	Salary from 1.9.09	Salary from 1.9.09
1	£ 21,585	£ 21,801
2	£ 23,165	£ 23,397
3	£ 24,744	£ 24,991
4	£ 26,324	£ 26,587
5	£ 27,903	£ 28,182
6	£ 29,482	£ 29,777

## **ASSISTANT EDUCATIONAL PSYCHOLOGISTS**

Spine Point	Salary from 1.9.09	Salary from 1.9.09
1	£ 26,534	£ 26,799
2	£ 27,617	£ 27,893
3	£ 28,701	£ 28,988
4	£ 29,778	£ 30,076

- (iii) The third set of spines applies to Youth and Community Workers. The pay of Youth and Community Workers is determined from pay points that are prescribed by the Joint National Council (JNC) for this group of employees. There are two ranges of pay points, one for Youth and Community Support Workers and one for Professional staff. Scales are constructed from the ranges and the allocation of workers to the scales is undertaken using the JNC's guidance.

### **Youth and Community Support Worker Range**

<b>Pay Points</b>	<b>w.e.f. 1.9.09</b>	<b>Pay Points</b>	<b>w.e.f. 1.9.09</b>
1	14,143		
2	14,733		
3	15,324		
4	15,917		
5	16,509		
6	17,100		
7	17,697		
8	18,291		
9	19,047		
10	19,636		
11	20,591	11	20,591
12	21,525	12	21,525
13	22,489	13	22,489
14	23,485	14	23,485
15	24,166	15	24,166
16	24,875	16	24,875
17	25,574	17	25,574
		18	26,279
		19	26,975
		20	27,673
		21	28,461
		22	29,352
		23	30,219
		24	31,091
		25	31,968
		26	32,847
		25	31,968
		26	32,847
		27	33,726
		28	34,613
		29	35,496
		30	36,377

19. The agreement provides guidance on the construction of grades from the pay spines.
20. The Soulbury agreement does not set its own specific conditions of service for Soulbury paid officers. Instead it provides that:

*“The conditions of service of officers ..... shall be not less favourable than those prescribed for the local government services staff of the authority”*

In the majority of cases this will be the NJC/Green Book agreement.”

**(NJC/Green Book Employees)**

21. The largest proportion of employees are paid in accordance with the NJC/Green Book terms and conditions of employment and in conjunction with a locally determined grading structure that is derived from the forty five spinal column points (SCPs) given in the Green Book. It is influenced by market values and is ‘shaped’ to reward employees fairly relative to job requirements.
22. Grades are allocated to posts using the Local Government Single Status Job Evaluation Scheme which forms part of the Green Book.
23. The grading structure and the arrangements for applying the job evaluation scheme are agreed with the local trade unions.

Current SCP		JE Score	New Grade			JR Score	New Grade			JE Score		
4	£12,145	Up to	A	18	£17,161	333	E	33	£27,849			
5	£12,312	235		19	£17,802	to		34	£28,636			
6	£12,489	236	B	20	£18,453			35	£29,236			
7	£12,787			21	£19,126	372		36	£30,011	509		
8	£13,189	to		22	£19,621	373	F	37	£30,851	510	I	
9	£13,589	260		23	£20,198	to		38	£31,754			
10	£13,874	261	C	24	£20,858			39	£32,800	to		
11	£14,733			25	£21,519			40	£33,661			
11	£14,733	to		26	£22,221	411		41	£34,549	559		
12	£15,039			27	£22,958	412	G	42	£35,430	560	J	
13	£15,444	299		28	£23,708			43	£36,313	to		
14	£15,725	300	D	29	£24,646	to		44	£37,206			
15	£16,054			30	£25,472			45	£38,042	609		
16	£16,440	to		31	£26,276	459		46	£38,961	610	K	
17	£16,830	322		32	£27,052	460	H	47	£39,855	659		
				33	£27,849			48	£40,741	660	L	
				34	£28,636	to		49	£41,616	709		M

**(Craft/Red Book Employees)**



24. The remaining group of staff are employed under JNC Craft and Associated terms and conditions of employment known as the 'Red Book'. This group of employees have been assimilated to NJC/Green Book grades and attract the same locally agreed allowances.

***(Annual Pay Awards and Incremental Progression)***

25. The employees covered by this policy have not received annual national pay awards or incremental pay progressions within grade since:

	<b>HAY</b>	<b>Soulbury</b>	<b>Youth &amp; Community Workers</b>	<b>NJC/ Green Book</b>	<b>Craft/Red Book</b>
• Pay Award	April 2008	September 2009	September 2009	April 2009	April 2009
• Incremental Progression	April 2008	September 2009	September 2009	*April 2009	April 2009

\*Does not apply to school employees who have progressed under school delegation

**F. OTHER PAY**

26. Senior Officers (as defined in para. 5) do not receive any other pay.
27. The Council has to appoint a Returning Officer for elections. This is usually a senior officer of the Council who performs the role in addition to his/her normal duties. Appointment as a Returning Officer is deemed to be separate remunerable employment. The Returning Officer personally foregoes the entitlement to remuneration for Borough and Parish Elections.
28. Employees are not eligible for honoraria or ex gratia payments under current Council policy. However, an employee who, following a fair selection arrangement, is asked to perform the full duties and responsibilities of a higher graded post on a temporary basis, and accepts, will be paid in accordance with the pay applying to the post for the specified period and without any commitment to permanency in that post. This is known as "Acting Up". It is an operationally practical arrangement that is applied throughout the workforce. It is an expedient measure that should maintain for as short a period as possible – normally less than 12 months.

***(Advisory Staff in Local Authorities – [Soulbury Agreement])***

29. In each of the separate Soulbury pay spines there is provision for employees to receive up to three further spine points under the structure Professional Assessment (SPA) system. This element of the pay structure is based on performance assessment and, therefore, forms part of the overall pay structure. Progression under the SPA system is subject to local assessment against nationally prescribed criteria.

### ***(Youth and Community Workers)***

30. Youth and Community workers do not receive any other pay save reimbursements as outlined in paragraph 43 and Acting up arrangements contained in Paragraph 28.

### ***(NJC/Green Book Employees)***

31. In accordance with the NJC/Green Book provisions the Council has negotiated local allowances in respect of employees who are required to work outside what is regarded as normal working hours:
- (a) Additional Hours (overtime)
  - (b) Saturday and Sunday working
  - (c) Night work
  - (d) Public and Extra-Statutory Holidays
  - (e) Sleeping-in Duty
  - (f) Other non standing working patterns
    - (i) shift working
    - (ii) Free Day/Rest Day working
    - (iii) Evening work (unsocial hours)
    - (iv) Recall to work
    - (v) Standby Duty
    - (vi) Emergency Duty Team

### ***(Performance Payments)***

32. Other than the Soulbury SPA system (para 29 refers), the Council does not make any bonus or other performance related payments.
33. Consideration has not been given at this time (*and in the time available, given the requirement of the Localism Act 2011 to publish an approved Pay Policy for 2012/13 [w.e.f. 1.4.2012]*) to the potential for 'earn back pay' for senior officers (i.e. whereby an element of basic pay has to be 'earned back' each year through meeting pre-agreed objectives). This would require a transparent and fair process to be developed which complies with employment legislation and contract law. Full trade union and employee consultation would also be required. The possibility is not rejected – it is simply that a proper consideration of the complexity and sophistication of an 'earn back' scheme is required.

## **G. PAY PROTECTION**

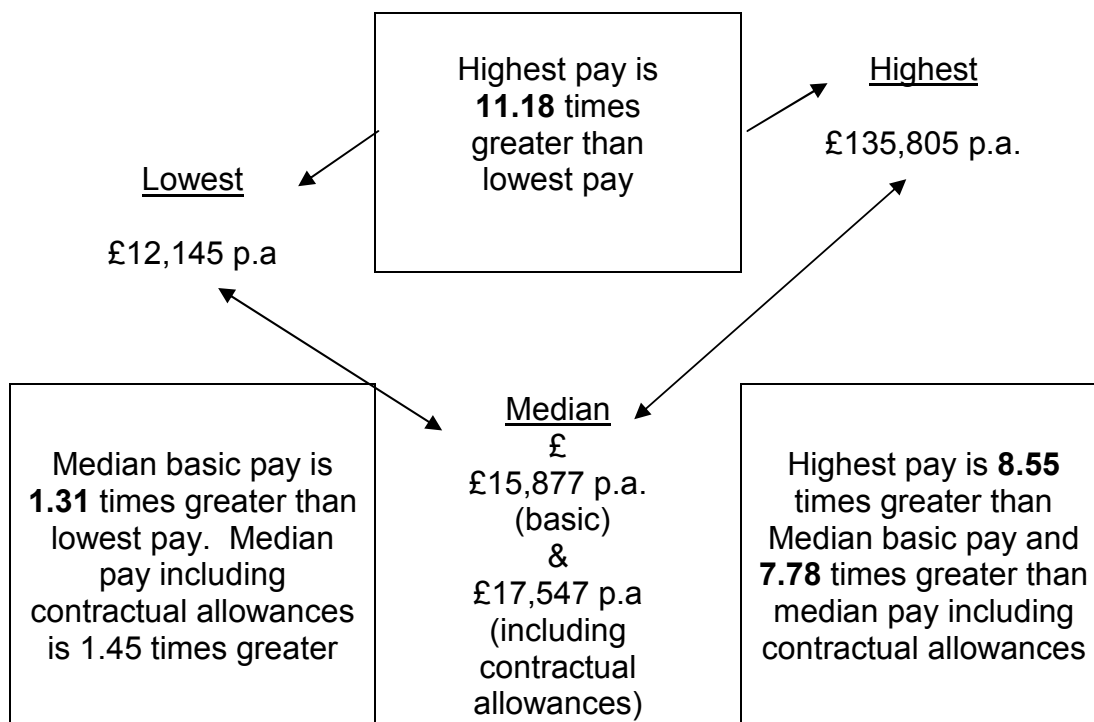
34. In certain circumstances where employees suffer a loss in basic pay which occurs as a result of the actions of the employer, 12 months pay protection is available.

## **H. PAY RELATIONSHIPS**

35. The highest level of (*full time equivalent – FTE*) employee remuneration in the Council is associated with the post of Chief Executive – para 6 refers.

*(NOTE: The current postholder is on the maximum of the grade but since February 2011 has volunteered a 10% reduction. The actual payment is £135,805 p.a.).*

36. The lowest level of (FTE) employee remuneration is £12,145 p.a. (*NJC/'Green Book' – Spinal Column Point [SCP4]*).
37. The median level of (FTE) basic pay is £15,877 p.a. The median level of (FTE) pay including contractual allowances (e.g. overtime, shift pay) is £17,574 p.a.
38. The 2012/13 (FTE) actual pay relationships are:



## I. OTHER TERMS AND CONDITIONS

39. Other than pay related terms and conditions there are the following provisions.
40. The normal working week is 36 hours (FTE) for all employees including those defined as senior officers. This is with the understanding, in the case of most senior officers, that, as necessary, additional hours will be worked without financial or time off recompense. However, it is acknowledged that senior officers will have the discretion to organise their times of attendance subject to them not compromising service requirements. For example, a senior officer starting at 8.00 a.m. on one day and, on the same day, concluding a meeting at, say, 7.30 p.m. may, subject to commitments on the second day, commence work at, say, 10.00 a.m. This will normally be in the knowledge of the person to whom s/he is responsible. For other employees a flexitime scheme is in operation, where appropriate, or fixed hours of work which may be at any time in the Monday to Sunday/24 hour period as defined relative to job requirements.
41. The Council recognises the importance of the need to balance personal and working demands. Employees are required to be receptive to such needs both in their own case and relative to those for whom they may be responsible. It is considered that an empathetic management approach to controlled attendance will contribute to high performance and outcomes.

42. In addition, the Council's terms and conditions of employment generally provide for 27 days leave for employees with less than 5 years service and 32 days after 5 years have been completed (35 days for HAY 5 and above). The Council also recognises long service by granting an additional 5 days leave (one off) after 25 years service has been completed and celebrates longer periods of service by arranging a loyalty awards ceremony when employees leave the Council's employment.
43. The Council also supports officers in the discharge of their duties by reimbursing expenditure, paying subsistence allowances and providing access to car loans where appropriate.

### **Cabinet Decision February 2011**

44. At its meeting on 17<sup>th</sup> February 2011 Cabinet approved a package of terms and conditions changes following consultation with the trade unions. It was implemented with effect from 1<sup>st</sup> April 2011 and lasts for two years until 31st March 2013 with a joint review (Council/trade unions) at the end of the period. The package saves around £3.5 million and some 130 further job losses in each of the two years. It consists of:

- Freezing of Increments (*Para. 25 refers*) see note
- Pay award provision – frozen (in line with national policy) (*Para 25 refers*)
- Night and Unsocial Hours payment reduced to 15%
- Reducing all overtime to time and a half (including Sat/Sun, Free Day/Rest Day) and revised criteria for payment
- Emergency Duty Team plussage reduced to 15%
- No overtime at SCP32 and above
- 4 days unpaid leave to be associated with Christmas with deductions made at hourly rates. – see note
- Car allowances to be paid at HMRC rates

**(Note – Two year arrangement to be reviewed prior to 2013/14)**

### **J. LOCAL GOVERNMENT PENSION SCHEME (LGPS) AND TEACHERS PENSION SCHEME**

45. The Council's policy on the available discretions under the LGPS is available on Sefton's website. There are a number of employees within the Council who are members of the Teachers Pension Scheme. At this time the available discretions within that scheme are not exercised.
46. Subject to compliance with legislative/regulatory requirements:
- An individual may be in receipt of a pension (LGPS or otherwise) in addition to remuneration from their employment with the Council.
  - An individual who has left the Council and been in receipt of a severance or redundancy payment and/or pension (LGPS or otherwise) may subsequently be re-employed or engaged under a contract for services.

**K. EMPLOYEES TRANSFERRING INTO THE COUNCIL**

47. This policy covers all current employee groups within the Council other than those in schools. It will be amended to reflect the transfer into the Council of Public Health employee groups and of any other employee groups should the need arise.

**MHF**  
**26.1.2012**