

Daventry District Council

Pay Policy Statement: 1 April 2019 - 20

1. Introduction

This Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011 (the Act). The Act requires local authorities to prepare a pay policy statement setting out its policies for the financial year in relation to: the remuneration of its chief officers; the remuneration of its lowest paid employees; and the relationship between the pay of chief officers and that of other employees.

2. Definitions

'Remuneration' includes basic salary, additional payments and benefits in kind.

'Chief Officers' for Daventry District Council for the purpose of this pay policy statement, and in accordance with section 43(2) of the Act and paragraph 16 of the guidance, applies to the Chief Executive, Deputy Chief Executive, Executive Director (Business), Executive Director (Community), Executive Director (Resources) and Chief Financial Officer.

The Council's 'lowest paid employees' are those on Pay Band 1 (£15,469 - £16,658).

3. Basic Pay Arrangements

The Chief Executive Officer is paid within a salary range of £115,217 – 123,748, composed of 3 pay points. JNC for Chief Executive Conditions of Service apply.

The Deputy Chief Executive Officer is paid within a salary range of £93,341 - £100,430, composed of 3 pay points. JNC for Chief Officer Conditions of Service apply.

The 3 Executive Directors (Resources, Business and Community) are paid within a salary range of £68,530 – £75,618, composed of 3 pay points. JNC for Chief Officer Conditions of Service apply.

The Chief Financial Officer is paid within a salary range of £67,583 - £72,309 composed of 3 pay points. JNC for Chief Officer Conditions of Service apply.

Increments are payable on 1st April annually subject to satisfactory service to the maximum of the pay scale.

The Council's approach to reward for senior employees has been informed by local comparable salaries and by the need to attract and retain people with the skills and knowledge who can deliver the Council's agenda.

All other employees are employed under NJC for Local Government Services terms and conditions. These jobs are evaluated using the HAY methodology and the job score linked to the Council's local pay scales. The pay bands were developed using the HAY Public and Not for Profit pay database. There are 13 pay bands each with 4 pay points.

All employees will normally be appointed to the minimum of the scale. However it may be necessary to appoint at a higher point within the scale to attract the best candidate. Increments are payable on 1st April annually subject to satisfactory service to the maximum of the pay scale.

There is an agreement with Unison that the cost of living award, normally paid from 1 April will use the prevailing rate for CPI as at the 30 September the previous year as a base to determine the pay award for that year, subject to annual negotiation. This indexation to be applied to all staff.

4. Additional Pay and Benefits

In addition to basic pay the Council's reward package may include additional pay elements. These are applicable to all employees.

- i) Leased cars – allowances are paid in respect of this as follows:
 - Chief Executive and Deputy Chief Executive: up to £4,352 pa
 - Employees on salary Band 11 or above: up to £3,016 pa
 - Other employees who do at least 1750 business miles pa: up to £2,866 pa.

These figures are increased annually on 1st April in accordance with the CPI figure (for new cars) as at September the previous year.

- ii) As an alternative to the Lease Car scheme employees who do more than 1750 business miles pa may opt for an essential car user allowance (lump sum) of up to £1239 pa dependant on vehicle engine capacity.
- iii) Market supplements may be paid in accordance with the Council's policy. There are no employees who attract a market supplement currently.
- iv) Executive Directors may authorise overtime where an essential service has to be delivered or there is an unforeseen emergency. Resources must be found within service budgets.

Senior management are expected to work the hours that are necessary and to attend evening meetings without additional payment and do so.

- v) There are occasions where, due to service needs, employees are required to take on additional responsibility. These additional payments are paid in accordance with the Council's Honorarium Policy.

- vi) A Long Service Loyalty Award is paid after 15 years and every 5 years thereafter in accordance with Council policy.
- vii) Professional fees are paid for those employees who are required to have full membership of a professional organisation in order to do their job effectively.
- viii) The Council offers a death in service scheme open to those employees up to the age of 75 who are members of the Local Government Pension Scheme (LGPS) on payment of an annual premium of £1. The benefit amounts to two times annual salary.
- ix) Payments are made to employees who assist with election duties in accordance with a published list of fees.
- x) The Council would not normally re-employ a former Council employee receiving an early retirement pension.
- xi) The Council does not operate any form of performance-related pay or bonus.

5. Termination of Employment

Termination payments to employees who leave under redundancy are paid in accordance with the Council's Redundancy Policy.

Members of the pension scheme can also retire early in the interests of the efficiency of the service in accordance with Council policy. A business case must be put forward and agreed by the Chief Executive.

Any other termination payment will only be made in accordance with the terms of a compromise agreement.

6. Discretions

The Council has agreed a policy on the discretions available under the Local Government Pension Scheme. This is attached as Appendix A.

7. Fairness in Pay

The Council recognises the importance of payment arrangements that are perceived to be transparent, fair and equitable. Pay and rewards need to reflect the Council's requirements and culture and also be affordable.

Unison is consulted on any proposals to change pay and rewards policies and practices.

Using basic salary for April 2018 the median salary is £ 27,422. The ratio between the median salary and the highest salary is 4.51.

Information about pay is published in accordance with the Local Government Transparency Code 2015.

8. Review

The pay policy statement is submitted to Council for approval and reflects the changes in the Council's pay policy from 1 April 2019.