

# **Eastbourne Borough Council**

## **PAY POLICY STATEMENT**

### **FOR THE FINANCIAL YEAR 2013/14**

Original approved by full Council on 22 February 2012

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Further update for consideration by full Council on 8 May 2013

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# **1 INTRODUCTION**

## **1.1 Source and scope of policy statement**

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), which, from 2012 onwards, require local authorities to publish an annual statement of their policy for the relevant financial year in relation to:

- The remuneration of their most senior employees (which the Act defines as the head of paid service (Chief Executive), the Monitoring Officer, the Chief Officers (or Directors), and the Deputy Chief Officers (i.e. managers who report directly to a Chief Officer));
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of the most senior employees and that of other employees.

The Secretary of State has produced guidance on the Act's provisions relating to openness and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements, and the Council's statement takes full account of this guidance as well as the provisions of the Act.

It also takes account of:

- The Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government in September 2011;
- Guidance issued by the Joint National Council (JNC) for Local Authority Chief Executives on pay policy statements, published in November 2011;
- Employment and equalities legislation affecting local authority employers, where relevant.

The policy also references information which the Council publishes under other legislation, i.e.

- Information on the level of remuneration paid to senior managers, as required by The Accounts and Audit (Amendment No. 2) (England) Regulations 2009; and/or
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008; and/or
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

The Council has noted that the guidance on the Act's pay provisions states that it is open to Councils to include in this statement their policies on the remuneration of employees who are neither the most senior officers nor the lowest paid.

Accordingly, this policy statement also gives details of elements of remuneration which normally apply to other permanent employees, regardless of their pay level or grading within the Council.

## **1.2 Status of policy statement**

Section 41 of the Act makes it clear that the Council must comply with this pay policy statement during the financial year 2012-13.

The pay policy statement will be reviewed on an annual basis and revisions adopted for implementation by the Council ahead of the start of each subsequent financial year.

The pay policy statement can also be amended during the course of any financial year by a resolution of the full Council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably possible after the amendment is approved by the Council.

## **1.3 Transparency and autonomy**

The Council recognises and welcomes the aim behind this pay policy statement to ensure that its approach to pay is open and accessible for residents and to enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

It also welcomes the government's recognition that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers.

## **2. REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, MONITORING OFFICER AND DEPUTY CHIEF OFFICERS**

### **2.1 Remuneration of Chief Officers (Statutory and Non Statutory) and Deputy Chief Officers**

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive and Head of Paid Service;
- Its first tier managers (i.e. the Chief Officers who report to and are directly accountable to the Chief Executive) – this includes both statutory Chief Officers and non-statutory Chief Officers;
- Its Monitoring Officer (i.e. the officer responsible for ensuring the Council's compliance with the law in all its activities);
- Its second tier managers (i.e. the Deputy Chief Officers and senior staff who report to a first tier manager) as referenced at 2.5 forward.

### **2.2 Context**

These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council and to provide day-to-day management of those services.

The Council is a complex organisation providing a diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community, and are delivered in challenging circumstances, taking account of levels of need and availability of resources to meet them.

The Council's senior employees are responsible for:

- 410 employees (equivalent to 351.9 full-time equivalent (FTE) employees - numbers employed at 1 April 2013).
- Services to 99,412 residents within the local community (Census 2011 East Sussex in Figures).
- Total turnover of c. £100 Million. (Council's anticipated turnover in 2012-13).
- Services to the local community spanning:
  - Countryside and open space management and maintenance
  - Elections and local democracy
  - Environmental and public health, including pest control
  - Environmental Services, including refuse collection, recycling, street cleaning and waste disposal
  - Housing
  - Housing and Council tax benefits
  - Leisure and Arts provision, including museums
  - Planning, including economic development

- Car parking
- Licensing
- Youth and Community Services
- Including the following facilities:
  - 3 leisure centres
  - 4 theatres
  - 3 Culture/museum/arts facilities
  - 3500 Council-owned houses and flats
  - 45 parks and 29 playgrounds
  - 2 skate parks
- The Council:
  - Deals with between 750 and 850 planning applications per year
  - Manages and maintains 1122 hectares of open space
  - Licences more than 500 local premises; almost 1000 taxi and private hire licenses
  - Processes 55,000 housing benefit related items and 46,000 council tax transactions annually
  - Manages and maintains a property and asset portfolio worth £69.6m (2012 valuation)

The Council competes with other employers in the area (and, in some cases, nationally) to recruit and retain managers who are capable of meeting the challenges of delivering this diverse range of services to the required standards. This has an important bearing on the levels of remuneration it offers to its managers.

At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. The Council believes that it strikes a fair balance between these competing pressures.

## **2.3 Responsibilities of Senior Roles**

To give further contextual information for remuneration levels, the main accountabilities of its Chief Executive/Head of Paid service and Chief Officers are set out below. Job descriptions and person specifications are attached at Appendix A.

### **2.3.1 *Chief Executive***

The Chief Executive is the Council's most senior employee who leads and takes responsibility for the work of the Council. It is a full time appointment and post holders are selected on merit, against objective criteria, following public advertisement.

As Head of Paid Service for the Council's employed staff, the Chief Executive is a non-political post. Whilst the elected Councillors determine the overarching strategy and policies, Council-paid employees put them into practice. The Chief

Executive is responsible to and accountable to the Leader of the Council and other elected Councillors in delivering their political and policy objectives.

The **Chief Executive** works closely with elected Councillors in the following key activities:

**Leadership:** working with elected Councillors to promote strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams to achieve objectives;

**Strategic direction:** ensuring all staff understand and adhere to the values of the Council, aligning their work to the strategic aims of the organisation and the direction set by the elected Councillors;

**Policy advice:** acting as the principal policy adviser to elected Councillors, developing workable strategies to deliver the political objectives set by the Councillors;

**Partnerships:** leading and developing strong partnerships locally, regionally and nationally to achieve improved outcomes and better public services for local people;

**Operational Management:** overseeing and advocating high standards in financial and performance management, risk management, people management and change management within the Council.

Budget responsibility: £106 million per annum

Staff under direct or indirect line management responsibility: 410, equivalent to 351.9 FTEs

### **2.3.2 Deputy Chief Executive: Performance and Resources**

Provides expertise for the Council and the Chief Executive by determining strategic direction for:

- Finance
- Corporate Development, including Democratic and Electoral Services, Performance Management, Governance and Human Resources
- Infrastructure, including Customer First, ICT, and Property Asset Management
- The post holder fulfills the statutory role of Head of Paid Service in absence of the Chief Executive

Also, this post holder ensures that Section 151 Officer and Monitoring Officer are given appropriate and unfettered access to corporate governance, decision making and systems to enable them to carry out their statutory obligations.

Budget responsibility: £15 Million per annum (direct) plus corporate strategic financial shared accountability.

Staff under direct or indirect line management responsibility: 163, equivalent to 148.7 FTEs plus element of corporate people responsibility

### **2.3.3      *Senior Head of Development***

This post is responsible and accountable for the strategic planning and delivery of development services. In addition to leading on major development projects including the town centre re-development and supporting the Devonshire Park Centre Review, it will have responsibility for the management of the Council's Property portfolio and the Asset Management Team.

Budget responsibility: £7.5 Million per annum

Staff under direct or indirect line management responsibility: 15, equivalent to 9.7 FTEs (subject to change dependent on current projects)

### **2.3.4      *Senior Head of Community***

This post is responsible and accountable for the strategic planning and delivery of services including strategic housing matters, Council Tax, Benefits and fraud prevention, community services, bereavement services and housing needs.

Budget responsibility: £21.5 Million per annum (plus £46.2 million of Council Tax and Housing Benefits payments)

Staff under direct or indirect line management responsibility: 86, equivalent to 79.7 FTEs

### **2.3.5      *Senior Head of Tourism and Leisure***

This post is responsible and accountable for the strategic planning and delivery of services including tourism development, event management, arts, museums, heritage services and theatres.

Budget responsibility: £11.6 Million per annum

Staff under direct or indirect line management responsibility: 158, equivalent to 120.5 FTEs

### **2.3.6      *Senior Head of Infrastructure***

This post is responsible and accountable for the strategic direction and planning of services including the new Customer First and ICT.

Budget responsibility: £8 Million per annum

Staff under direct or indirect line management responsibility: 82, equivalent to 71.9 FTEs

### **2.3.7      *Chief Finance Officer (Section 151 Officer)***

This post is responsible for strategic and operational planning and delivery of financial services to the Council. The post holder is also the statutory Section 151 Officer for the Council in accordance with obligations under the 1989 Local Government and Housing Act.

Budget responsibility: £2.1 Million per annum (direct) plus corporate strategic financial obligations

Staff under direct or indirect line management responsibility: 27, equivalent to 23.8 FTEs

### **2.3.7 Monitoring Officer**

The responsibility of Monitoring Officer, as designated under the Local Government and Housing Act 1989, sits with the post holder carrying out the duties of Lawyer to the Council and Monitoring Officer.

The post is not a JNC Chief Officer post in Eastbourne Borough Council and is contracted under the auspices of the NJC for Local Government Services. In recognition of the statutory obligations of the Monitoring Officer role, the incumbent(s) receive an increase in pay points from Core zone to Contribution zone within Band H of the Councils' pay structures, as evaluated under the Council's agreed Job Evaluation scheme. *Please note that remuneration data for this post may be found under Appendix B to this Pay Policy, within the Deputy Chief Officer table.*

Budget responsibility: £0.2 Million per annum

Staff under direct or indirect line management responsibility: 5, equivalent to 4.6 FTEs

## **2.4 Overall Policy on Remuneration for Senior Roles**

The Council's overall approach to remuneration for its senior employees is based on:

- a) Compliance with equal pay, discrimination and other relevant employment legislation and
- b) ensuring that its overall remuneration packages align broadly with market norms for relevant local government and public sectors, taking account of:
  - pay levels in the local area, including neighbouring public sector employers;
  - the relative cost of living in the local area, including housing costs;
  - the responsibilities and accountabilities of specific posts which may be particularly demanding.

### **2.4.1 How we achieve this alignment**

The Council seeks to maintain this overall approach by monitoring pay data provided by the Joint National Councils (JNCs) for Chief Officers and Chief Executives, the Local Government Association/Employers, Local Economy database resources and other pay surveys.

### **2.4.2 Pay differentials for its Chief Officers**

In terms of pay differentials, the Council recognises that:

- the role of Chief Executive/Head of Paid Service (HoPS) leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation;



- the Deputy Chief Executive, furnished with a level of accountability and leadership obligation second only to the Chief Executive/HoPS, warrants the second highest pay level in the organisation.

At Chief Officer level:

- The Council recognises that all its Chief Officers have a collective and corporate responsibility for contributing to and delivering the overall strategy of the organisation. Therefore, it offers the same level of remuneration to all Chief Officers.
- This, unless market forces as described at 2.4 b) above demand a supplement to the remuneration package to ensure that the Council can source sufficient calibre of individual to meet its strategic needs (see also 2.5.5 below)

#### **2.4.3 Pay Differentials at deputy chief officer level**

At deputy chief officer level, the Council recognises that the demands on and accountabilities of different management roles vary considerably, and seeks to align pay levels with the relative importance and responsibilities of roles using a process of job evaluation. (See Table published at Appendix B to this statement.)

## **2.5 The Remuneration Offered to Senior Employees**

At Chief Executive/Chief Officer/ Deputy Chief Officer level, the Council offers an annual salary and access to the Local Government Pension Scheme (LGPS). Any other benefits are set out below.

The Council does not offer performance related payments or bonuses to its Chief Officers. Remuneration package details are published on the Council's website at: <http://www.eastbourne.gov.uk/council/data/transparency/>

Key features of remuneration for Deputy Chief Officer posts in the Council are generally as referenced in Section 4 of this Statement and as summarised in the table at Appendix B to this pay policy statement.

### **2.5.1 Annual salaries**

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 2.4 above. At Chief Executive/Chief Officer/Deputy Chief Officer/Monitoring Officer/other senior manager level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

Note: the Monitoring Officer's salary provision, where conditions of service are largely as for other second tier managers, is set out in a separate column in the

table under this section, with further detail as shown in Section 4: **POLICIES COMMON TO ALL EMPLOYEES.**

### **2.5.2 Remuneration upon appointment**

The Council's policy is to appoint new employees at the lowest point on the scale for the post unless, exceptionally, a higher pay point is needed to secure the recruitment. In the case of Chief Officers, a decision to pay initially above the lowest point on the scale remains subject to the endorsement of a panel/committee nominated by the Council to act on its behalf.

### **2.5.3 Pay progression**

Pay progression is normally by annual increment, payable from 1 April annually.

Pay progression is based on the period of time the employee has served in that grade, subject to satisfactory performance as evidenced through the Council's performance appraisal scheme.

The Council's performance appraisal scheme sets out the standards/criteria which must be met in order for an employee to receive any pay progression, the roles and responsibilities of managers and employees in this process and the monitoring and review arrangements to ensure this is applied fairly and equitably across the Council.

### **2.5.4 Pay awards**

The salaries of senior employees will normally be increased in line with any pay increase agreed by the Joint National Councils (JNCs) for Chief Executives/Chief Officers or National Joint Council (NJC) for Local Government Services, as appropriate for the category of senior manager.

### **2.5.5 Market Supplements**

The Council recognises that pressures in the national or regional labour market can mean that pay levels for a particular category of manager in a particular function (e.g. Chief Finance Officer) can be such that the Council's normal pay level would not be sufficiently competitive to enable it to recruit or retain a manager in that function. In that case, the Council is prepared to review the remuneration package and to pay salary points at a level commensurate with the market in order to secure the skills' set required to meet the Council's needs.

### **2.5.6 Local Government Pension Scheme (LGPS)**

The Council offers its most senior employees access to the Local Government Pension Scheme, in accordance with the statutory provisions of the scheme, on the same basis as all of its employees. Any pension payments made to its senior employees on termination of employment either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of ill health will be made within the statutory terms of the LGPS.

The employer's contribution rate for senior employees who join the scheme is the same as for all other employees, as set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

The discretions which the Council is able to apply under the scheme upon termination of employment are the same for senior employees as for all other employees who are LGPS members and are set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

### **2.5.7 Payments on Termination of Employment**

The Council's payments to managers whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination payments to its senior employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of claims against the Council.

### **2.5.8 "Earn back" pay**

The Council has considered the suggestions in the Hutton Review of Fair Pay in the Public Sector, published in March 2011, about the introduction of "earn back" pay. The introduction of "earn back" pay within the Council's current systems as a way of relating pay levels to performance and contribution will not be progressed at the present time but may be given further consideration in the future.

### **2.5.9 Other elements of remuneration**

The other elements of remuneration which it is the Council's policy to offer its senior employees are set out in the table below. Each element offered is then described in more detail below the table:

Key:

- ☒ = Remuneration available to category of employee shown is the same as that offered to all employees, as eligible
- \* = only above mentioned receives this

	<b>Remuneration Policy</b>	Chief Executive/ Head of Paid Service	Deputy Chief Executive and Chief Finance Officer	Chief Officers	Deputy Chief Officers/ Managers at Band G or above	Monitoring Officer
a	Remuneration upon appointment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b	Reimbursement of removal/ relocation costs on appointment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c	Retention payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d	Mortgage subsidy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e	Honoraria or additional responsibility payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f	Other bonuses	No other bonuses are payable				
g	Car allowance /additional pensionable pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
h	Mileage rates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
i	Health screening	Occupational Health service applies to all employees and health and safety obligations are set out in relevant policies applying to all employees. No other health screening policy applies post recruitment.				
j	Payment of professional subscriptions or membership fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
k	Subsistence or other expenses allowance	*	*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
l	Other lump sum payments	No other lump sums are payable				
m	Provision of mobile telephones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
n	Provision of remote IT equipment or Homeworking Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
o	Local Election fees	Separate arrangements apply.				
p	Other fees	No other fees are payable				
q	Incident Liaison Officer duty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**a. Reimbursement of removal/relocation costs on appointment**

This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

**b. Retention payments**

This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

**c. Mortgage subsidy**

A scheme is available for eligible workers in senior or hard to fill posts upon relocation from a lower cost housing area to work in Eastbourne. A reducing sum is payable over a term of not more than five years to alleviate financial strain of increased mortgage costs. ***No employees of this Council were in receipt of this provision in the financial year 2011-12 or 2012-13.***

**d i Honoraria or Acting-up/additional responsibility payments**

The policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

**d ii Non consolidated payments**

The Council does not normally make non-consolidated performance/contribution payments. Pay progression to the next point on the scale is dependent upon an assessment of performance/contribution. (See Paragraph 2.5.3 pay progression)

**e Other bonuses**

The Council does not currently pay bonuses.

**f Car Allowance**

With effect from 2009 the Council no longer offers leased cars as an option under its remuneration package for employees.

The Council offers a choice between a non pensionable car allowance and a reduced sum as additional pensionable pay. For illustrative purposes, at 1 April 2013, these are paid to the senior employees listed below at the levels shown:

	<b>Allowance</b>		<b>Pay</b>
○ Chief Executive	£3500	or	£2300
○ Deputy CE	£3150	or	£2100
○ Chief Finance Officer	£3150	or	£2100
○ Senior Head of Infrastructure	£2832	or	£1900
○ Senior Head of Community	£2832	or	£1900
○ Senior Head of Development	£2832	or	£1900
○ Senior Head of T&L	£2832	or	£1900

For Deputy Chief Officers appointed since January 2010, depending on the nature and level of the post in the organisation, either a car allowance on the above basis, an essential car user provision or a casual car user provision is given. The latter two provisions are as set out under Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

***g Mileage rates***

Policy and mileage rates are set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

The Council compensates all its senior employees who are authorised to use their own car on Council business in accordance with the scheme set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

***h Health Screening***

Beyond its health and safety obligations, the Council does not offer other health screening under its policies.

***i Payment of professional subscriptions or membership fees***

This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES**

***j Subsistence or other expenses allowance***

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by all senior employees on Council business in accordance with the scheme set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

Separately, the following apply:

- The Chief Executive receives an Expenses Allowance of £350 per annum towards expenditure necessarily incurred on Council business
- The Deputy Chief Executive receives an Expenses Allowance of £250 per annum towards expenditure necessarily incurred on Council business
- The Chief Finance Officer receives an Expenses Allowance of £250 per annum towards expenditure necessarily incurred on Council business

***k Other lump sum payments***

No other lump sum payments are normally made under the terms and conditions of employment of senior officers of this Council.

***l Provision of mobile telephones***

Mobile phones are provided to designated employees of Eastbourne Borough Council on the basis that they are necessary to undertake their duties effectively. The Council funds the provision of the phone and business calls. Employees are expected to pay for personal calls. This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES**

***m Provision of IT equipment/facilities and Home-working Allowance***

This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES**

***n Local Election Duties.***

Where some officers take on roles during elections, fees for local election duties will be paid separately to the remuneration paid for an officer's employment. Those fees are set in accordance with a scale of fees and charges agreed and

reviewed annually jointly by all authorities in East Sussex. For parliamentary elections (national and European) and national referenda, those fees are set nationally by parliament. Further information is available upon request from the Head of Corporate Development at 1 Grove Road, Eastbourne BN21 4TW.

#### ***o Other allowances***

Incident Liaison Officer (ILO) duty – Senior officers of the authority at Grade Band F and above (up to and including Chief Executive) are asked to participate in the Emergency Response team rota. This involves 'on call' responsibilities for 7 consecutive days on roughly a ten week cycle. Whilst this standby arrangement does not incur any payment, in the event of a multi-agency response involving Eastbourne Borough Council, appropriate additional and unsocial hours' payments become payable in accordance with corporately agreed scales.

## **2.6 Other Terms and Conditions of Employment**

The other terms and conditions of the Chief Executive/head of paid service and Chief Officers, Deputy Chief Officers, Monitoring Officer and 2nd tier managers are consistent with those set out in the national agreements within the Joint National Councils for Chief Executives/Chief Officers, and the National Joint Council for Local Government Services, if appropriate.

## **2.7 Re-engagement of Chief Officers**

### **Re-engagement of Chief Officers who have left Eastbourne Borough Council with a severance or termination payment:**

#### ***2.7.1 Re-engagement as employees***

- (1) Subject to any relevant provisions in employment and equalities legislation, the Council's policy is not to re-employ [as a Chief Executive or Chief Officer/ in any capacity] any former Chief Executive or Chief Officer who left the Council for any reason other than compulsory redundancy, and was in receipt of a severance or termination payment, for a period of three years from the date of termination of employment. This policy may be varied in exceptional circumstances which are approved by a delegated panel/committee of Council Members acting on behalf of Full Council and advised by appropriate persons including the Monitoring Officer, except where the Council's Monitoring Officer is a Chief Officer.
- (2) Where a Chief Executive/ Chief Officer's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed in the same or a similar post for a period of one year following the date of termination of employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment)

(Discretionary Compensation) (England and Wales) Regulations 2006. Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment.

- (3) Any former Chief Executive or Chief Officer who is employed by Eastbourne Borough Council and who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

### **2.7.2 Re-engagement under a contract for services**

The Council's policy is not to re-engage under a contract for services any former Chief Executive or Chief Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment. This policy may be varied in exceptional circumstances which are approved by a panel/committee convened by the Council to act in this matter and advised by persons including the Council's Monitoring Officer, except where the Monitoring Officer is a Chief Officer.

### **2.7.3 Employment of those in receipt of an LGPS pension**

#### **General:**

In the unlikely event that the Council employs as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 must be applied. Such persons would only be employed following strict application of the normal process of competitive selection for employment.

#### **Flexible retirement:**

The LGPS regulations permit the Council to offer flexible retirement to employees (including Chief Officers) aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of accrued years in the scheme.

This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES.**

## **2.8 Publication of Details of Employee Remuneration**

In accordance with 39 (5) of the Localism Act, this policy will be published on the Council's website. It will also be published on the Council's intranet, known as InSite. The Council is also required to publish information about the remuneration of senior officers under The Accounts and Audit (Amendment No. 2) (England) Regulations 2009, and the Code of Recommended Practice for Local Authorities on Data Transparency, issued under Section 2 of the Local Government Planning and Land Act 1980. This information can be obtained from the Council's Statement of Accounts.



### **3. REMUNERATION OF LOWEST PAID AND OTHER EMPLOYEES**

This section sets out the Council's policies in relation to:

- The remuneration of its lowest-paid employees, as defined in this pay policy statement;
- The remuneration of other employees who are not Chief Officers but whose remuneration is more than that which applies to its lowest-paid employees and who come within the scope of this policy statement.

#### **3.1 Overall Remuneration: Lowest Paid Employees**

##### **Aims, Objectives and Key Principles**

The Council aims to develop, implement and maintain fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the continued provision of high quality services and which are cost effective and provide value for money.

The Council's remuneration policy complies with all equal pay, discrimination and other relevant employment legislation.

When setting pay levels for specific posts the Council takes account of both internal differentials, as measured by job evaluation using the Eastbourne LGMB scheme 2007, and external relativities, as measured against the relevant employment market. The Council aims to ensure its pay rates for specific posts are set at a level which enables it to recruit and retain staff with the knowledge, skills and capabilities necessary for the particular role.

#### **3.2 Definition of Lowest Paid Employees**

The definition of the "lowest-paid employees" adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees within the Council are those permanent workers who are paid on the Council's lowest hourly pay rate.

The Council considers this to be the most appropriate definition as this is the lowest pay point/pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the organisation.

The current annual full-time equivalent value of this pay level, based on a 37 hours' standard working week as at 31 March 2013, is £12134.54.

The Council has had regard to guidance issued by the Local Government Association and JNC for Local Authority Chief Executives in agreeing this definition.

The Council has consulted with the recognised trade unions on this definition and has had regard to any comments made by them.

### **3.3 Remuneration of Lowest Paid Employees**

For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

#### **3.3.1 Pay structure**

The basic pay of the Council's lowest paid employees comprises a core grade extrapolated from the national pay spine as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. This grade range consists of a number of salary points through which employees may progress until the top of the grade is reached.

#### **3.3.2 Pay Progression**

Pay progression is normally by annual increment, payable from 1 April annually.

Pay progression is based on the period of time the employee has served in that grade, subject to satisfactory performance and as evidenced through the Council's performance appraisal scheme

The Council's performance appraisal scheme sets out the standards/criteria which must be met in order for an employee to receive any pay progression, the roles and responsibilities of managers and employees in this process and the monitoring and review arrangements to ensure this is applied fairly and equitably across the Council.

#### **3.3.3 Annual Pay Review**

The basic pay of the Council's lowest paid employees is reviewed annually, with any adjustment, cost-of-living, or other, increase normally applied on 1 April in each year.

The level of any increase will be determined by the Council, and will take into account a number of factors including that agreed by the National Joint Council for Local Government Services, the prevailing economic conditions, Government public sector pay policy and the Council's financial position and consultation with the Trade Union.

#### **3.3.4 Market Supplements**

Where the Council considers that pay rates for specific posts are insufficient to enable it to recruit and/or retain staff with the required knowledge, skills and expertise, it may authorise the use of market supplements (Recruitment and Retention uplifts to pay within the extended grade band for the relevant post), in accordance with the terms of the relevant Council policy (see Section 4 of this pay policy statement, **Policies Common to all Employees**).

#### **3.3.5 Pension provision**

In common with all other employees, the Council's lowest paid employees may participate in the Local Government Pension Scheme in accordance with the statutory terms of that scheme. (See Section 4 of this pay policy statement, **Policies Common to all Employees**).

Any increases in or enhancements to the pension entitlement of the Council's lowest paid employees will be made in accordance with the discretions available to it under the statutory provisions of the Local Government Pension Scheme, as exercised by the Council and set out in the relevant policy statement (see Section 4 of this pay policy statement, **Policies Common to all Employees**).

### **3.3.6 Termination or Severance Payments**

Any termination or severance payments made by the Council to its lowest paid employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme or under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in the relevant policy statement (see Section 4 of this pay policy statement, **Policies Common to all Employees**).

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination or severance payments to its lowest paid employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of claims against the Council.

### **3.3.7 Other elements of remuneration**

The other elements of remuneration which it is the Council's policy to offer to its lowest paid employees are as set out in Section 4 **Policies Common to all Employees**.

## **3.4 Other Terms and Conditions**

The other terms and conditions which apply to the Council's lowest paid employees are as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, as amended and/or supplemented by any local agreements which may apply.

## **3.5 Remuneration of Employees Who Are Paid More Than the Lowest Paid Employees But Who Are Not Chief Officers**

The Council's policy and practice with regard to the remuneration of employees who are paid more than its lowest paid employees but who are not Chief Officers is the same as that which applies to its lowest paid employees, other than where any differences are indicated in this policy statement.

### **3.6 Employees Who Are Paid Less Than The Council's Lowest Paid Employees, As Defined In This Pay Policy Statement**

The following categories of employee may be paid less than the Council's lowest paid employees, as defined in this pay policy statement:

*Trainees/apprentices;  
Casual, short term or seasonal workers.*

The Council may apply a lower pay rate and/or different remuneration arrangements to these categories of employees. This reflects the particular nature, duration or frequency of their employment.

## 4 POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Chief Officers and Deputy Chief Officers), regardless of their pay level, status or grading within the Council, unless otherwise stated under the relevant descriptor:

### 4.1 Access to Local Government Pension Scheme

The Council offers all its employees access to the Local Government Pension Scheme in accordance with the statutory provisions of the scheme. The employers' contribution rate for employees who join the scheme is currently 23.2% of salary for all employees as at April 2013.

An employee's percentage contribution is based on the full time equivalent pensionable pay. The contribution bands with effect from 01 April 2013 are:

Pay Range	Contribution
Up to £13,700	5.5%
£13,701 - £16,100	5.8%
£16,101 - £20,800	5.9%
£20,801 - £34,700	6.5%
£34,701 - £46,500	6.8%
£46,501 - £87,100	7.2%
More than £87,100	7.5%

### 4.2 Local Government Pension Scheme (LGPS) - discretions on termination of employment

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

*This policy has been published in accordance with the requirements of Regulation 7 of these regulations and the Council's position is that it does not augment pension provision in either case for any employee. A small number of exceptional provisions exist for extraordinary circumstances. **Eastbourne Borough Council has not exercised discretions to award any augmentation of LGPS membership for any employees in the financial year 2011-12 nor in the year 2012-13.***

Any termination or severance payments made by the Council to all its employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme.

*The Council's policies on the exercise of these discretions under the LGPS are set out in the policies it has published under the requirements of Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008. These are:*

*A1, Regulation 5: the Council's policy is to use actual week's pay as the basis for severance calculations.*

*A2, Regulation 6: the Council's policy in relation to all employees is that it will be prepared to consider additional compensation at a level which will constitute a multiplier of the statutory redundancy formula. This level is set at 1.75 times' actual pay using the statutory formula.*

*B3, Regulation 52: The Council has resolved that this discretion be adopted in line with its revised position on regulation 6, for redundancy cases only. This, meaning that a member employee may opt to have any severance monies in excess of 'the statutory redundancy formula multiplied by actual pay', converted into an enhanced membership period in the LGPS.*

#### **4.3 Reimbursement of removal/relocation costs on appointment**

A Relocation Scheme is available for new recruits, who live in excess of twenty miles from Eastbourne, and undertake to live in or adjacent to the Borough. The Scheme is open to the new recruit for a period of up to 24 months from the date of commencement of employment.

The Relocation Scheme provides for those who are:

- selling/buying a home
- relocate from or to rented accommodation

The overall amount which can be paid under the Relocation Scheme is capped at £7,950 for those selling/buying a home and £7,500 for those relocated to rented accommodation. Costs which can be claimed are: a temporary home allowance or daily travel provision; the cost of moving; travel home; buying, selling or leasing a property; payment of a settling in grant.

#### **4.4 Recruitment and Retention measures**

The Council's policy is to appoint new employees at the lowest point on the scale for the post. Where there are demonstrable recruitment and retention pressures, the pay level for a specified post may be enhanced by paying at one or more salary pay points higher than the normal level. Any enhancement must be approved by the Council's Corporate Management Team.

There are a further two pay salary points at the top of each grade band which are reserved exclusively for exceptional recruitment and retention pressures which cannot be addressed through the substantive grade band. The Council's Corporate Management Team must approve the use of these salary pay points. Any such enhancement is subject to review by the Council on an annual basis and may be adjusted to an alternative salary pay point where the relevant market conditions have changed.

In exceptional circumstances the salary may be enhanced for an existing employee who may be considering leaving the Council's employment and whose retention is considered critical to the organisation. The Council's Corporate Management Team will be responsible for agreeing any such enhancement.

#### **4.5 Other allowances**

Standby, call out and key holding duties.

The Council makes a payment of £16 for each period of up to 24 hours on stand-by. An additional payment of £10 is made for stand-by undertaken on a Bank or Public holiday or Christmas Concessionary Day. Time spent on call-out (and travelling time) is paid by the hour, as occasional overtime, based on an eligible employee's actual hourly rate of pay.

If Emergency Response workers are put on 'stand by' in anticipation of mobilisation, a £16 per day stand by payment may be made during that time.

#### **4.6 Honorarium or ex gratia payments**

The Council pays honoraria or *ex gratia* payments to any employee only in accordance with its corporate scheme for such payments, which is summarised below.

Honorarium payments may be made to employees for taking on additional responsibility; for special merit, effort or ability; for an unexpectedly high level of working hours completed in a period.

Payments are made only with the express approval of the management team or, in exceptional circumstances, the relevant Cabinet Member.

- Where the additional duties of a specific higher post are carried out for at least four weeks, the difference between the employee's current salary and the minimum pay point of the higher grade salary range will be payable.
- Where some higher level duties are carried out a proportionate payment is made.
- Where additional duties do not relate to a specific higher graded post, an appropriate one-off payment may be made, subject to the approval of the HR Manager.

#### **4.7 Car provision – employee's using their own car on Council business**

The Council compensates employees who are authorised to use their own car on Council business in accordance with the scheme set out below.

##### 4.7.1 Essential User Car Allowance

An essential user car allowance provides an annual sum towards the costs of providing and maintaining a vehicle to employees required to have a vehicle for the performance of their duties. The annual sum is paid in monthly instalments with salary.

The current annual payments are based on engine size:

Annual Payment	Engine size
£846	451-999cc
£963	1000-1199cc
£1239	1200-4500cc

#### 4.7.2 Mileage rates

The mileage rate offered to all employees is capped at 45p per mile (HMRC rate).

#### 4.7.3 Car Allowance (a leased car or cash alternative)

Generally, the Council is moving away from the use of leased cars and is encouraging more flexible approaches such as that illustrated at 2.5.9 g above. For a small number of employees occupying a post which is at or above Deputy Chief officer level or where specific recruitment and retention pressures have arisen, a Car Allowance is payable on the following scale:

£2,832	Grade Band I posts
£2,562	Grade Band H posts
£2,166	Other hard to fill posts

Mileage is reimbursed on the HMRC fuel rate scale:

Engine Size (Petrol)		Engine Size (Diesel)	
1400cc or less	15p	1600cc or less	13p
1401cc to 2000cc	18p	1601cc to 2000cc	15p
Over 2000cc	26p	Over 2000cc	18p

#### 4.7.4 Employees who are authorised to use their own cars on Council business

The Council compensates any employees for using their own vehicle on authorised Council business. Mileage is reimbursed on the basis indicated at 4.7.2 above.

### **4.8 Payment of professional subscriptions or membership fees**

The payment of professional subscription or membership fees by the Council on behalf of any employees is in accordance with the policy summarised below.

Membership of professional associations or institutes is funded for posts where a qualification or membership is indicated and in the following circumstances only:

- Where the Council is required by the law to have an Officer in a certain post with a particular membership or holding a practising certificate;
- Where the Council's ability to undertake a particular task to a recognised standard of competence is demonstrated to customers by an Officer's particular membership;
- Where "Student" membership is a requirement of the examining body before a qualifying examination can be taken;



- Where the Council secures some financial advantage from an Officer's Membership.

#### **4.9 Subsistence or other expenses allowance**

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees on Council business in accordance with the scheme summarised below.

Where employees are away from Eastbourne, a claim, supported with a receipt, may be made for reimbursement of the cost of meals. A claim may be made, for whichever is the lower of, the actual cost or the amounts set out below:

Breakfast	£ 7.14
Lunch	£ 9.86
Either Tea	£ 3.90
Or Evening Meal	£12.21

Overnight stays are approved for modestly priced accommodation only.

"Out of pocket" expenses whilst staying away for training or conferences can be claimed at a rate of £ 5.52 per night or £22.06 per week.

Where an officer is not in receipt of a mobile telephone or blackberry for business purposes, a telephone allowance may be paid to employees in certain posts to reimburse a proportion of home telephone rental and the cost of calls made on the Council's business. The allowance is paid monthly with salary and is subject to tax and National Insurance. The current level of telephone allowance is £102 per annum.

#### **4.10 Provision of IT equipment/facilities and Home working allowance**

##### **4.10.1 Equipment**

The council provides role essential technology equipment, which remains the property of Eastbourne Borough Council.

- Employees who work flexibly either in the community, at home or in the office are supplied with a laptop PC, keyboard and mouse, a mobile broadband dongle and a Blackberry mobile phone.
- Home workers are provided with a laptop PC, keyboard and mouse, fixed broadband line and an IP phone

If an alternative to the standard laptop bag is required, due to a health and safety reason, for officers assigned a laptop PC, the Council will reimburse up to a maximum of £20 towards the cost.

##### **4.10.2 Home working allowance**

The Council provides an allowance to employees who are designated home workers to assist with the additional utilities and other essential costs associated with the

use of their home for business purposes. This payment is tax and NI free fixed sum of £216 per annum which is paid monthly.

A one off taxable payment of £150 towards the purchase of a desk and/or chair may be claimed by existing employees at the commencement of home working to ensure they have safe and suitable furniture.

#### **4.11 Car parking**

Dependant on the need for a vehicle to carry out the work, there may be a facility extended to a post holder to park in one of the Council's designated car parks when there is a requirement to visit the Council offices.

#### **4.12 Child care Vouchers**

Childcare vouchers are available to all employees via the HMRC-approved salary sacrifice scheme. There is no subsidy towards childcare costs by the Council.

#### **4.13 Subsidised staff catering facility**

Vending machines are available to provide hot drinks at cost price in the main Council Offices. Communal milk is supplied free of charge.

#### **4.14 Discounted loans**

Employees have access to certain discounted loans for:

- The purchase of cars/bicycles;
- The purchase of season tickets for travel;
- The purchase of a PC, accessories and software
- A contingency loan in certain circumstances

The loan is subject to eligibility and is repaid out of the employee's salary. Loans are interest free, with the exception of loans to purchase a vehicle. The current interest rate for the purchase of a vehicle is charged at 2.55%.

Car loans are available to permanent employees whose contract of employment specifically references the need for a vehicle for the performance of their duties. Loans in excess of £5000 will be reported to HM Revenue and Customs annually as part of the P11d tax form process detailing cash equivalents of benefits.

<b>Purpose of loan</b>	<b>Term</b>	<b>Maximum amount</b>
Vehicle, less than 3 years old	Up to 5 years	Loan amount dependant on ability to repay, purchase price and value of vehicle
Vehicle, more than 3 years old	Up to 4 years	Loan amount dependant on ability to repay, purchase price and value of vehicle
Bicycle	Up to 12 months	£1000
Public transport season	Term of the season	£2,500

ticket loans	ticket purchased.	
Computer equipment	Up to 12 months	£1000
Contingency	Up to 12 months	£1000

#### **4.15 Staff discount scheme**

All employees have access to scheme(s) which give employees discounted prices for use of the Council's own leisure facilities

#### **4.16 Employment of those in receipt of an LGPS pension**

Where the Council employs any person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will apply. These currently provide that where a Scheme member is in receipt of a pension in respect of previous membership of the Local Government Pension Scheme, that pension may be subject to reduction, or suspension, where the member enters a new employment with any scheme employer and is eligible to join the Local Government Pension Scheme.

An individual's Local Government Pension will be subject to reduction, or suspension, if appropriate, where their annual rate of pay in the new employment when added to the current value of their original retirement benefit exceeds the actual rate of pay (at its present day value) in the original employment. Such persons would only be employed following strict application of the normal process of competitive selection for employment.

#### **4.17 Flexible retirement**

The LGPS regulations permit the Council to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and draw a pension in respect of the proportion of full-time hours they are no longer required to work. The Council uses this discretion in the same way for all employees.

A business case must be made to the Chief Officer of the employing department and the Human Resources Manager. The employee must be employed by the Council with a permanent contract of employment and have at least two years' service with Eastbourne Borough Council at the date of making the application; there must be a reduction in hours or pay of at least 30%; the reduction in grade or hours should be such as to ensure that the employee receives no more than before flexible retirement.

#### **4.18 Working Time Regulations Opt Out payment**

For a small number of services and teams, there are times of year when the average number of hours worked may exceed the normal maximum sanctionable under the Working Time Regulations. The Council has, duly, agreed an opt out payment for eligible workers in the relevant services under these Regulations. This sum is reviewable on an annual basis.

## 5 PAY RELATIONSHIPS

This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiple which applies within the Authority, and its policy toward maintaining or reaching a specific pay multiple in the future.

The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and capabilities necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its chief officers, as defined in this pay policy statement, and of all other employees.

The Council has adopted a number of policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:

- i. Ensuring that the relationship between chief officer pay levels and that of the rest of the Council's workforce are taken into account when setting senior management pay levels;
- ii. Using the Eastbourne LGMB job evaluation scheme and local parity exercises to determine the grading of all posts up to and including Band I;
- iii. Applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility;
- iv. Establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome;
- v. Providing for additional payments and allowances, with clearly defined eligibility criteria, to recognise and reward any working arrangements or requirements not reflected in basic pay levels;
- vi. Undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation;
- vii. Reviewing the roles and responsibilities of individual posts on a regular basis as part of the annual appraisal process, or when a vacancy arises or as part of any organisational restructuring;
- viii. Undertaking an equal pay audit at regular intervals, investigating and addressing the outcomes, as appropriate.

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is required to publish its "pay multiple", i.e. the ratio between the highest paid salary and median average salary of the whole of the local authority's workforce. The pay multiple, based on base salary for the financial year ending 31 March 2012, using the median is : **4.78**. *(No change from last year)*

The median salary is defined in the following paragraph:

The median average salary is the salary value at which 50% of the salaries which apply to the whole of the local authority's workforce are below that salary value and 50% of the salaries are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median average salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.

The Council also calculates a pay multiple using a mean salary. For the financial year ending 31 March 12, this is **4.28** compared to **4.25** in the previous year.

The Council considers that the pay multiples, as identified above, represent an appropriate, fair and equitable internal pay relationship between the highest salary and that which applies to the rest of the workforce and will monitor and have regard to these multiples in future reviews of salary, both post specific and corporate, to ensure these are maintained.

The reasons for this are:

- It reflects the aspirations of Eastbourne Borough Council to promote and maintain a more egalitarian organisational structure than that of many public and private sector peer organisations
- It continues to enable this Council to recruit and retain high calibre employees to meet the changing needs of the local community.

## **6 CONTRACTORS AND OTHER ORGANISATIONS WORKING FOR THE COUNCIL**

There will be occasions where the Council procures, commissions or otherwise contracts out one or more of the services for which it is responsible. This section sets out the Council's approach to and policies on the pay policies of contractors, partners and other organisations which may undertake work for, or on behalf of, the Council.

In so far as it is required to do so under the Public Sector Equality Duty, and is permitted to do so by other legislation, the Council will have due regard, as appropriate, to the pay policies and practices of contractors and any other organisations from which it procures and/or commissions services. The relevant considerations will be built into the appropriate stages of the Council's commissioning, procurement and contract management processes, and into any tender specification or other contract documentation, in accordance with its commissioning and procurement policies.

Where any of the Council's services are contracted-out or re-tendered or where a previously outsourced service returns to the Council, any matters relating to the remuneration of the transferred employees will be managed, as appropriate, in accordance with the relevant provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006 and the Fair Deal policy (Staff transfers from central government: a fair deal for staff pensions: Guidance to Departments and Agencies, HM Treasury 1999).

Any payments to agency workers who may undertake work for the Council will be made in accordance with the terms and conditions of the contract between the Council and the relevant agency provider, having due regard to the relevant provisions of the Agency Workers Regulations 2010 and any other relevant employment legislation.

## **7 DECISION MAKING ON PAY**

The Council recognises the importance of ensuring openness and transparency and high standards of corporate governance in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.

The Council has agreed that the following roles and responsibilities with regard to decision-making in remuneration matters will apply within the Authority as follows:

- I. Full Council: consideration and approval of the annual pay policy statement, as required under the Localism Act 2011.
- II. Full Council to agree any new or revised pay and reward policies and procedures for the Council's workforce.
- III. Full Council, or delegated panel/committee thereof as provided for under the Constitution, to determine remuneration for the following statutory posts:
  - Chief Executive/Head of Paid Service (as designated under the Local Government and Housing Act 1989)
  - Monitoring Officer (as designated under the Local Government and Housing Act 1989)
  - Section 151 Officer (as designated under the Local Government and Housing Act 1989)
- IV. Full Council, or delegated panel/committee thereof as provided for under the Constitution, to determine remuneration for the following non-statutory posts:
  - Deputy Chief Executive
  - Senior Head of Community
  - Senior Head of Development
  - Senior Head of Tourism and Leisure
  - Senior Head of Infrastructure

*Any proposal to offer a new or existing chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, including salary, bonuses, fees or allowances which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment, will be referred to the full Council for approval before any such appointment is advertised or before any such offer is made to a particular candidate.*



*Any proposal to offer a severance payment of £100,000 or more to a member of staff leaving the organisation will be referred to full Council for approval. The information presented to full Council will clearly set out the components of the particular severance package. This may include salary paid in lieu of notice, statutory redundancy compensation, enhanced compensation paid in accordance with the Council's policies under Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, pension entitlements (including those resulting from the exercise of the Council's policies on Local Government Pension Scheme discretions), payments in lieu of untaken holiday and any bonuses, fees or allowances paid.*

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a chief officer of the Authority and of its lowest paid employees, as defined in this statement, and other employees who are paid more than the lowest paid employees but who are not chief officers.

The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

This pay policy statement has been approved by the full Council of the Authority.

## **8 AMENDMENTS TO THIS PAY POLICY STATEMENT**

This pay policy statement relates to the financial year 2013-14.

The Council may agree any amendments to this policy statement during the financial year to which it relates in accordance with the decision-making arrangements set out within Section 7 of this policy statement.

## **9 PUBLICATION OF AND ACCESS TO PAY POLICY INFORMATION**

The Council will publish this pay policy statement on its website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk) and on its intranet, known as InSite, as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will be similarly published.

The information required to be published by the Council in accordance with the requirements of the Code of Recommended Practice for Local Authorities on Data Transparency, issued under Section 2 of the Local Government Planning and Land Act 1980, and in accordance with the requirements of the Accounts and Audit (Amendment No. 2) (England) Regulations 2009, is available on its website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk) and via InSite.

The Council's policies in relation to the exercise of discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and under the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, as referred to in this policy statement, are published on request to the HR Manager.

For further information about this pay policy statement, please contact the Council as follows:

HR Manager  
Eastbourne Borough Council  
1 Grove Road  
Eastbourne  
BN21 4TW

01323 410000.