

Pay Policy Statement 2012/13

The Localism Act 2011 requires the authority to publish an annual pay policy statement.

New Appointments

Full Council shall agree salary packages in excess of £100,000 for new appointments. Salary packages shall include salary, bonuses, fees, benefits in kind or allowances that would be routinely payable to the appointee. The salary package shall be agreed before recruitment for the post begins.

Publication of Information

The authority will publish details of senior employees' salaries. A senior employee is a person whose salary is above £58,200. We will publish details of his/her salary, benefits, expenses, bonuses, performance related pay and severance payments (if any). We will also publish details of his/her:

- Name (if agreed by the individual)
- Job title
- Area of responsibility
- Hours, expressed as full time equivalent
- Job descriptions
- Budgets
- Number of staff

Pay Multiples

The authority will publish information on pay multiples – the ratio between the highest paid employee and the median salary across the organisation.

The authority shall publish the actual pay multiple as at 31 March each year and the estimated pay multiple for the coming year, based on the estimated salaries of all staff as at 1 April each year. An explanation for any differences between actual and estimate for a specific year will also be provided. These will arise through a number of factors e.g. the appointment of new staff and different pay awards negotiated by the different negotiating bodies.

The authority recognises that the actual pay multiple will vary slightly year on year for the reasons set out above, but will usually aim to maintain a multiple no greater than 6 to 1.

Local Election Duties

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.

Performance Related Pay

The authority will not pay performance related pay to any of its staff during the year.

Pay Determination

The pay for the highest paid employee has previously been set through benchmarking exercises within the local government employment market and through the application of nationally negotiated pay awards by the Joint National Council for Chief Executives. For 2012/13 this current remuneration level will continue and any nationally negotiated pay awards will be paid.

Heads of Department i.e. members of the Corporate Management Team, have their salary levels set as a proportion of the Chief Executive's salary and this will continue. The percentage relationship in place for the two Director posts, Director of Finance and Director of Planning and Environmental Services shall be 83%.

Other Corporate Management Team members shall have their salary levels set in proportion to the salary levels for the Directors. Salaries shall be set at one of the following bands - 85%, 77%, 72% or 67% of the Director salaries. The appropriate banding shall be determined by Cabinet, depending on the current responsibilities, size of department, market pressures and any other relevant information. Total salary packages above £100,000 will be subject to agreement by full Council.

For other staff the authority will use the spinal point table negotiated nationally by the National Joint Council for Local Government Services, amended as follows:

- The addition of 13 points at the top of the table.
- The addition of a 6% supplement to points 4 to 17, and 6.25% to all other points

These amendments are to reflect the higher cost of living in the South East and to keep our salaries competitive.

National "cost of living" increases negotiated annually shall be paid.

The spinal point table shall be divided into grades, which contain a number of spinal points. The salary grade for each post shall be determined using the Council's agreed job evaluation scheme.

Apprentices and interns (if any) will be paid at least the appropriate national minimum wage or on one of the spinal points from the local government services spinal point table.

Low Pay

As set out above, the minimum payment made to an employee will be the appropriate national minimum wage. This level of payment is not one that would apply to the normal employees and for the purposes of comparison the authority regards its lowest paid employees as those receiving the lowest value spinal point on the Local Government Services spinal point table at any time.

Termination Arrangements

The authority shall maintain a policy on discretionary payments for early termination of employment as required by the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and all severance payments made shall follow the approach of that policy.

Employment of Previous Leavers

The authority will recruit the most suitable candidate and pay the appropriate rate for the job, regardless of their previous employment history. Any impact on pension rights previously granted by another employer is a matter for the individual and that employer to resolve.

Subject to its normal recruitment procedures, the employment at the same or higher level of a previously employed Chief Officer who had received a severance or redundancy payment, will be allowed.

The re-employment of a previously employed Chief Officer at a lower level within the authority will be allowed subject to the usual recruitment procedures and the agreement of the Chief Executive.

The employment of ex-employees as Chief Officers under a contract for service rather than direct employment will not be allowed.