

## **Pay Policy Statement 2016/17**

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 appropriate details of those staff whose salary is at least £50,000.

### **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. 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 2016/17 this current remuneration level will continue and any nationally negotiated pay awards will be paid.

Members of the Corporate Management Team shall have their salary levels set based on compliance with equal pay, discrimination and other relevant employment legislation, whilst also ensuring that remuneration packages broadly align with market norms for relevant local government and public sectors. The appropriate banding shall be determined by Cabinet, depending

on the current responsibilities and accountabilities, 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.

### **Re-engagement of Chief Officers who have left Lewes District Council.**

#### **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.

- (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.
- (3) Any former Chief Executive or Chief Officer who is employed by Lewes District 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.

### **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.

### **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 the Local Government Pension Scheme (Administration) Regulations 2008 must be applied.

#### **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 receive a pension in respect of accrued years in the scheme.