

Public Document Pack

NOTICE OF COUNCIL MEETING - 11 JANUARY 2012

Dear Councillor,

A meeting of Cambridge City Council will be held in the Council Chamber - Guildhall on Wednesday, 11 January 2012 at 6.00 pm and I hereby summon you to attend.

Dated 3 January 2012

Yours faithfully

A handwritten signature in black ink, appearing to read 'AP Jackson', written in a cursive style.

Chief Executive

Supplementary Agenda

4a Review of Pay, Terms and Conditions and Pay Policy Statement

Civic Affairs Adoption Minute and Report attached

(Pages 1 - 26)

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CIVIC AFFAIRS

4 January 2012
6.00pm - 6.22pm

Present: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Brierley, Marchant-Daisley, Herbert and Stuart

Also Present: Councillor Reid (Leader and Executive Councillor for Strategy and Climate Change) and Councillor McGovern (Executive Councillor for Customer Services and Resources)

Officers Present:

Chief Executive – Antoinette Jackson
Head of Human Resources – Deborah Simpson
Head of Legal Services – Simon Pugh
Committee Manager – Glenn Burgess

FOR ADOPTION BY THE COUNCIL

12/1/civ Apologies for absence

None

12/2/civ Declarations of Interest

None

12/3/civ Public Questions

None

Exclusion of Press and Public

The committee resolved to exclude the press and public by virtue of paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

12/4/civ Review of Pay, Terms and Conditions and Pay Policy Statement

The committee received a report from the Head of Human Resources and was given an oral update on further developments in the negotiations with the unions.

The committee were reassured that due process had been followed in respect of this matter.

Resolved to

- i. Recommend to Council that the proposed changes to pay, terms and conditions are approved and are implemented as soon as possible by collective agreement.
- ii. Recommend to Council that the Chief Executive:
 - (a) is given delegated authority to implement the proposed changes and
 - (b) is given delegated authority, following consultation with the Leader of the Council and Group Leaders, to revise the package of proposed pay, terms and conditions if this should be necessary to secure a collective agreement at any time up to the implementation.
- iii. Recommend to Council that the draft pay policy statement (attached as Appendix 5 to the officer's report) be approved

The meeting ended at 6.22 pm

CHAIR

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Human Resources
TO: Council
WARDS: All wards

Report title: Review of Pay, Terms and Conditions and Pay Policy Statement

1 INTRODUCTION

- 1.1 This report sets out proposed changes to pay, terms and conditions of all staff and a draft pay policy statement as required under the Localism Act.
- 1.2 The content of this report was considered by the Civic Affairs Committee on the 4th January 2012, who were asked to make recommendations to this meeting of Full Council on the 11th January 2012. The recommendations of the Civic Affairs Committee are set out in section 2 of this report. The minutes of the Civic Affairs Committee are attached to this report at Appendix 6.
- 1.3 The proposed changes to pay, terms and conditions have been the subject of detailed negotiation with the relevant trade unions, GMB and Unison. The report sets out the progress of these negotiations.
- 1.4 It is anticipated that the changes to pay, terms and conditions will be in place in May 2012.
- 1.5 This report also includes a draft pay policy statement on chief officer pay, as required under the Localism Act. A policy statement must be in place by 31st March 2012, having been considered by a Full Council meeting.

2. RECOMMENDATIONS

The following recommendations are proposed by the Civic Affairs Committee for consideration and approval by Council.

- 2.1 Council is asked to approve the proposed changes to pay, terms and conditions, as set out in this report and summarised in Appendix 3, and that these are implemented as soon as possible by collective agreement.
- 2.2 Council is asked to approve that the Chief Executive:
 - (a) is given delegated authority to implement the proposed changes and
 - (b) is given delegated authority, following consultation with the Leader of the Council and Group Leaders, to revise the package of proposed pay, terms and conditions if this should be necessary to secure a collective agreement at any time up to the implementation.
- 2.3 Council is asked to approve the draft pay policy statement attached as Appendix 5.

3. BACKGROUND

- 3.1 The pay, terms and conditions of staff were subject to a major review in 2003/4 which resulted in the Single Status Agreement 2004. The aim of the 2010/11 review and negotiations with the trade unions has been to achieve clear, consistent and fair terms and conditions for all staff, as well as ensuring a pay scheme that is robust, fit for purpose and in line with equal pay legislation.
- 3.2 The review has focussed on the areas of: the number of pay points in the pay bands for all staff, including senior managers, the relationship of performance-related incremental progression to any revised pay band structure, a review of overtime and enhanced rates, consolidated pay (shift allowances), car/bicycle allowances, a review of market pay, career grade structures and a review of standby and callout arrangements.

- 3.3 The review has encompassed all 1042 staff, from Band 1 (lowest pay group) to the chief executive grade. The review and resultant package of proposals has followed the same principles for all staff in relation to equal pay, fairness, transparency, reducing the number of pay points in a scale and car allowances.
- 3.4 The total pay bill for all staff, including national insurance and employers pension contributions is approximately £36m. This cost envelope has been established as the cost base for the proposed changes to pay, terms and conditions. The additional costs arising from some elements of the package will be funded by savings from other parts of the package. This should achieve a broadly cost-neutral position overall across the five-year period 2012/13 to 2016/17.
- 3.5 The Localism Act requires the Council to have considered, approved and published a pay policy statement by 31st March 2012. The statement must be prepared for each financial year. The pay policy statement covers posts designated 'chief officer'. For Cambridge City Council this includes the chief executive, directors and heads of service. The areas to be covered in the statement are: salary, expenses, bonuses, performance-related pay, severance payments, how election fees are paid and the pay policy on re-engagement of ex-employees. The Localism Act also requires the statement to define the lowest paid employees and the ratio to the highest earning employee.

4. Proposed Changes to Pay, Terms and Conditions

- 4.1 The following sections set out the package of proposed changes to pay, terms and conditions, outlining each part of the package.

4.2 Pay Bands and pay structure

- 4.2.1 The current pay band structure, introduced in 2004 contains nine bands, 1-9 and is a broad band pay structure with overlapping bands of varying spinal column point lengths, the shortest being nine points and the longest thirteen points, this is shown as Appendix 1. The length of the bands and overlaps has potential to cause equal pay anomalies and therefore a key part of the package has been reducing the length of bands and removing those overlaps.

- 4.2.2 There has been a considerable amount of analysis work and discussion with the trade unions to agree the position of the new pay scales within the existing salary structure. The proposal is to retain the nine pay bands, 1-9 but to reduce the length of the scale to no more than six points in a band, and where possible to remove overlaps or to have no more than one point of overlap.
- 4.2.3 Three main options were considered for the position of up to six points; bottom six points, mid six points and top 6 points. The proposal for the new scale is based on the Top 6 points. This means that no member of staff will be affected by a pay loss at the point of assimilation to the new bands. Approximately 250 staff will gain from assimilation to the new bands. The proposed new pay structure is shown as Appendix 2.
- 4.2.4 It is proposed that staff will move to the new bottom of the pay band, if their current salary is below the bottom of the new band.
- 4.2.5 Each job in the Council has been evaluated against the same criteria and given a score which determines which pay band the post is on. We have not reviewed the evaluation scores as posts will stay in the same pay band but at the new pay levels associated with that band.
- 4.2.6 The salary level for each pay point from 6 to 54 on the pay scale is determined by the national collective bargaining process involving the trade unions and employer representatives. The last national pay award was in 2009. Consultation is currently taking place with employers and the trade unions have submitted a national pay claim for 2012.

4.3 Performance Review and Incremental Progression

- 4.3.1 The City Council currently has a performance-related incremental progression scheme linked to an annual assessment of performance against an A,B, C and D rating scale. Assessment of an A rating (for exceptional performance) can lead to the award of two increments, a B, one increment and a C or D, no increment. The performance review process usually takes place between January and March each year in time for implementation with April salaries.
- 4.3.2 Approximately 411 staff are at the top of their pay band and therefore they would not have received an increment in 2012. Approximately 250 staff will gain one or more increment by moving to the bottom of the new grades, and so would not be eligible for an

additional increment under performance review. A further 418 staff could have received an increment in 2012. It is proposed that due to cost of implementing the new pay bands, no incremental progression will take place 2012. This means that staff who could have received an increment under the old salary structure, because they were not already at the top of the band, will not receive an increment in 2012. Incremental progression will continue as normal for those staff in 2013.

- 4.3.3 For those staff who will gain by moving into the new pay bands in 2012, there will be no incremental progression in 2013. Incremental progression will continue as normal for those staff in 2014.
- 4.3.4 From 2013, or 2014 as appropriate, pay progression will continue to be linked to performance and an annual assessment process. The proposed pay bands will have a maximum of six points, compared to the current structure which allows for a maximum of thirteen points. It is therefore proposed that the performance review scheme will be used to determine whether or not one increment is payable. There will be no A, B, C or D rating scheme or the potential for two increments.
- 4.3.5 Increments may be withheld for that year on the basis of poor performance. The mechanism for determining what will constitute poor performance and to ensure the consistency of application of increments will be agreed with the trade unions.
- 4.3.6 Under the current performance review system there is a requirement to have a minimum of six months service in the post before an increment can be awarded. Under the proposals, which include much shorter pay bands, it is proposed that the minimum service requirement be one years' service in the post.
- 4.3.7 It is proposed that the existing honoraria scheme be reviewed to ensure there continues to be an effective mechanism to reward exceptional performance.

4.4 Mileage/car and bicycle allowances

- 4.4.1 Mileage rates for use of a car or bicycle are currently paid in accordance with the middle band of the NJC (National Joint Council) rates. These rates are determined by national negotiations. Car users are either designated as casual or essential users. Essential user rates include a lump sum allowance of £963 per annum, paid by 12ths each month with salary and a mileage rate of 40.9p per mile for the first 8,500 miles. There are approximately 78 staff in receipt of an

essential user allowance. Casual users are paid 52.2p per mile for the first 8,500 miles. Bicycle mileage is paid at 46.9p per mile.

4.4.2 Under the proposals there would be one rate for mileage, with no essential or casual user definitions, and no lump sum payment. All mileage would be paid in accordance with the HMRC (HM Revenue and Customs) rate, currently 45p per mile for the first 10,000 miles. Bicycle mileage would also be paid in accordance with the HMRC rate, currently 20p per mile.

4.5 Overtime and enhanced rates

4.5.1 There are a range of overtime and enhanced rates, these vary by day and/or time of day. Enhanced rates are payable:

- for hours worked over 37 hours Monday to Friday (1.4)
- working on / overtime Saturday (1.4)
- working on / overtime Sunday (1.8) and
- for working on / overtime on a bank holiday (2.0).
- There are additional enhancements payable for working at night, between 10.00pm and 8.00am.

4.5.2 It is proposed that the rates are simplified and the following rates are revised;

- that all hours up to 37 hours be paid at plain time (1.0)
- that overtime worked Monday to Friday be paid at plain time (1.0)
- Saturday (1.4) - contracted to work on/ or overtime after 37 hours have been worked
- Sunday (1.8) - contracted to work on/ or overtime after 37 hours have been worked
- Bank holiday (2.0) - contracted to work on/ or overtime after 37 hours have been worked
- that the night rate be changed to
 - Monday to Friday (1.3)
 - Saturday (1.7)
 - Sunday (2.1)
 - Bank holiday (2.3)
- That a night rate be paid for working between the hours 11.00pm to 7.00am only.

4.5.3 In addition to the revised rates, managers are being asked to review overtime with the aim of limiting use where at all possible.

4.6 Consolidated pay

4.6.1 There are some services where hours are worked across the week, Monday to Sunday and at night. In 2004 it was agreed that for services where there was a regular pattern of working weekends as part of the normal working week, a percentage shift allowance would be calculated and paid, called consolidated pay. The percentage rates vary according to the pattern of work for the service.

4.6.2 In order to ensure that the payment for hours always reflects actual hours worked it is proposed that in future hours worked across the week and at night will be claimed on a monthly basis and paid with salary, based on actual hours worked, rather than as a percentage.

4.7 Standby and Callout

4.7.1 There are some services where a standby and callout system for emergency cover and work is in operation. As part of the review of pay, terms and conditions we are undertaking a review of the standby and callout arrangements, the rates, level of cover and telephone allowances. Proposals for changes to the rates and allowances are subject of further negotiation with the trade unions.

4.8 Career Grades

4.8.1 There are career grade structures in planning, environmental health, legal and building services. These are being reviewed to align them with the proposed new salary bands. Staff and the trade unions will be consulted on the revised career grade structures.

4.9 Market Pay

4.9.1 Market pay supplements are paid for 15 posts, covering 46 staff where there are recruitment and retention difficulties. The services where supplements are paid are; environmental health, legal, accountancy, building control and property services. These supplements are currently being reviewed to determine whether the supplements should continue to be paid, whether the amounts should be changed and to bring the arrangements in line with the proposed new pay band structure. The staff and trade unions will be consulted on the revised market pay arrangements.

4.10 Senior Manager Pay

- 4.10.1 We have reviewed the pay band structure for JNC 1 and 2, (heads of service), Directors and the Chief Executive in line with the principles of the review of pay, terms and conditions for Band 1-9 staff. This has included collecting benchmarking data for similar posts in local authorities in the Eastern Region, in local government at a national level and in comparison with the private sector, looking at base salary levels only. Following this review, the proposal is that the number of pay bands remains as current but the number of points in the current six point pay scale be reduced to four. For the chief executive grade the proposal is this would be the bottom four points, for the director and JNC 1 and 2 grades, the top four points. There are currently six points in each band. The current overlap between JNC 1 and JNC 2 would be removed by the proposal. Please see Appendix 4.
- 4.10.2 In line with the principles of the wider pay, terms and conditions review, it is proposed that car allowances would be paid at HMRC rates (45p per mile), essential and casual car user definitions would be removed, the essential user lump sum allowance would be removed and the HMRC rate (20p) would apply for any bicycle mileage claimed.
- 4.10.3 The current arrangements for chief executive and director performance reviews, which include assessment by the Chief Officer Performance Review Working Party, and for heads of service, whose performance is assessed by their director, will be retained. The current system which includes A,B, C and D ratings will be retained, together with the requirement for a B rating in two consecutive years or an A in one year, to receive an increment.
- 4.10.4 In line with the performance review and incremental progression proposals for Band 1-9 staff, no incremental progression would occur in 2012, or 2013 if there has been an uplift in salary to the new bottom of the grade.

5. Localism Act Requirements

- 5.1 The Localism Act requires the publication of a pay policy statement for chief officers for each financial year. This must be approved by Full Council and be in place by 31st March 2012. Attached as Appendix 5 is a draft pay policy statement for approval by Council.

5.2 Guidance on the content and format of pay policy statements is still being developed. The attached draft may need to be amended as guidance is developed.

6. **CONSULTATIONS**

6.1 The proposed changes to pay, terms and conditions have been the subject of extensive negotiations with the relevant trade unions over an extended period of time.

6.2 In September 2011 briefings were arranged for all staff on the initial proposals. Over 400 staff attended briefings with the Chief Executive and Head of HR. Separate briefings were held in some services and all staff had an opportunity to access a briefing note on the proposals. Over 450 staff responded to a survey set up to enable staff to feedback their comments on the proposals. In addition some staff sent letters and e-mails.

6.3 Following the briefings and consideration of the survey results, further negotiations were held with the trade unions, which resulted in changes to the original proposals. The revised proposals are the subject of this report.

6.4 It is intended that further staff briefings will be held in early January to brief staff on the revised proposals contained in this report.

7.0. **OPTIONS**

7.1 The negotiations with the trade unions have reached a point where it is hoped that a collective agreement can be reached. The trade unions have different regional and national processes to conclude before agreeing to proceed to a ballot of their members.

7.2 The Council has approval processes involving consideration by Civic Affairs Committee and Full Council (see para 7.5 below)

7.3 The aim of the negotiations with the trade unions has been to reach a negotiated collective agreement, which will replace the 2004 Single Status Agreement. This is the route which was taken in 2004. The revised agreement would be incorporated into staffs' terms and conditions. It is intended that staff will receive a letter following the Council meeting outlining the proposed changes to pay, terms and conditions and the potential impact for them. It is intended that this letter is sent to staff at approximately the same time as the ballot papers. It is intended that each member of staff would receive a further letter giving them three months written

notice of the change to their pay, terms and conditions of employment once the ballot result is known.

- 7.4 If there is a 'no' vote and therefore it is not possible to reach a negotiated agreement with the trade unions then the council and the trade unions will need to consider their options at that stage.
- 7.5 An outline timeline for the implementation of the proposed changes to pay, terms and conditions based on achieving a collective agreement, with a successful outcome from the trade union ballot of their members on the proposals is shown below.

Proposals sent to trade unions for consideration/endorsement by trade unions and their solicitors	Underway
Civic Affairs Committee	Wednesday 4 th January
Briefings for staff – CEX/HOHR	From 9 th January
Council meeting	Wednesday 11 th January
Letters to staff –individual impact	W/c 16 th January
TU ballot - Assume 3 weeks for ballot and response	From 16 th January
Letters to staff – confirmation of ballot/revised arrangements	Issue effective date w/c 6 th February
Effective date	W/c 14 th May

8.0. CONCLUSIONS

- 8.1 The last major review of the councils' pay, terms and conditions for staff took place in 2003. Since then there have been significant changes in employment legislation, changes in the councils' services and working practices. The current review aims to introduce a revised set of pay, terms and conditions, through a collective agreement with the trade unions, to achieve clear, consistent and fair terms and conditions for all staff, as well as ensuring a pay scheme that is robust, fit for purpose and in line with equal pay legislation.
- 8.2 The draft pay policy statement attached at Appendix 5 has been prepared to meet the requirements of the Localism Act.

9.0. **IMPLICATIONS**

(a) **Financial Implications**

The Council faces considerable financial pressures on both the General Fund and Housing Revenue Account, reflecting the current general economic environment and changes to local authority funding. Employee costs, at a total of around £36m (including base pay, national insurance and employers pension contribution costs), form a significant part of the Council's budgets. As a result, a key aim of the review has been to seek to contain the overall cost within the existing total so as not to add further pressure to the Council's spending plans, which would require additional savings to be identified.

The additional costs arising from some elements of the package will be funded by savings from other parts of the package. This should achieve a broadly cost-neutral position overall across the five-year period 2012/13 to 2016/17. There will be some higher / lower costs resulting for individual service areas, and heads of service have been involved in considering the potential implications for their services.

(b) **Staffing Implications**

This report relates to the pay, terms and conditions of all staff.

(c) **Equal Opportunities Implications**

A significant amount of equality data has been produced and shared with the trade unions as part of this review, including an equal pay audit. This has been shared on a confidential basis as it is possible to identify individuals from some of the data. The trade unions approval processes involve additional assessments of the equal opportunity implications of the proposed changes to pay, terms and conditions.

(d) **Environmental Implications**

The proposal has no climate change impact.

(e) **Community Safety**

This report relates to the pay, terms and conditions of staff and does not impact directly on community safety matters.

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

- Current and proposed pay, terms and conditions packages
- Benchmarking data on senior salaries
- Provisions of the Localism Act relating to chief officer pay statements

The author and contact officer for queries on the report is Deborah Simpson, Head of HR on extension 8101.

Report file:

Date originated: 05 January 2012

Date of last revision: 05 January 2012

Current pay scales

SCP	£ 1.4.09 +1.00%	City Band 1	City Band 2	City Band 3	City Band 4	City Band 5	City Band 6	City Band 7	City Band 8	City Band 9
6	£12,489									
7	£12,787									
8	£13,189									
9	£13,589									
10	£13,874									
11	£14,733									
12	£15,039									
13	£15,444									
14	£15,725									
15	£16,054									
16	£16,440									
17	£16,830									
18	£17,161									
19	£17,802									
20	£18,453									
21	£19,126									
22	£19,621									
23	£20,198									
24	£20,858									
25	£21,519									
26	£22,221									
27	£22,958									
28	£23,708									
29	£24,646									
30	£25,472									
31	£26,276									
32	£27,052									
33	£27,849									
34	£28,636									
35	£29,236									
36	£30,011									
37	£30,851									
38	£31,754									
39	£32,800									
40	£33,661									
41	£34,549									
42	£35,430									
43	£36,313									
44	£37,206									
45	£38,042									
46	£38,961									
47	£39,855									
48	£40,741									
49	£41,616									
50	£42,500									
51	£43,437									
52	£44,392									
53	£45,370									
54	£46,370									

Proposed new pay scales

SCP	£ 1.4.09 +1.00%	City Band 1	City Band 2	City Band 3	City Band 4	City Band 5	City Band 6	City Band 7	City Band 8	City Band 9
6	£12,489									
7	£12,787									
8	£13,189									
9	£13,589									
10	£13,874									
11	£14,733									
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38	£31,754									
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47	£39,855									
48	£40,741									
49	£41,616									
50	£42,500									
51	£43,437									
52	£44,392									
53	£45,370									
54	£46,370									

Pay, Terms and Conditions Review Proposals
Pay Bands
<ul style="list-style-type: none"> • No more than six points in a band • Top 6 • No overlaps between bands /or no more than one • No job evaluation • Staff to move to new bottom of band if below this point
Performance Review and Incremental Progression
<ul style="list-style-type: none"> • No incremental progression scheme in 2012 or 2013 (if uplift 2012) – due to implementation • Keep link to performance review; consistency mechanism to be agreed • 1 year service minimum • Withhold increment for objective poor performance; mechanism to be agreed • Reviewing honoraria scheme
Mileage/Car allowances
<ul style="list-style-type: none"> • Car mileage – HMRC 45p • No essential user lump sum • No essential or casual user designations • Cycle allowance – HMRC – 20p
Overtime/enhanced and Premium rates
<ul style="list-style-type: none"> • Simplify the rates • Up to 37 hours plain rate • Overtime Monday to Friday x 1.0 • Saturday x 1.4 • Sunday x 1.8 • Bank holidays x 2.0 • Night rate - 11.00pm to 7.00am only • Night rate Monday to Friday x 1.3 • Night rate Saturday x 1.7 • Night rate Sunday x 2.1 • Night rate Bank holiday x 2.3 • Increased management and scrutiny of overtime/hours actually worked
Consolidated Pay/Local Agreements
<ul style="list-style-type: none"> • Claimed hours, not a percentage allowance
Standby and Callout
<ul style="list-style-type: none"> • Review of schemes including rates, telephone allowances and levels of cover
Career Grades
<ul style="list-style-type: none"> • Review of career grades and boundaries in line with new points for the bands

Market Pay

- Review of allowances

Senior Management Review

- JNC 1, JNC 2 and Director - top 4
- CEX – bottom 4
- Remove overlap JNC 1 and 2 of two points
- HMRC rates/no essential user lump sum
- No increment in 2012 or 2013 if uplift in 2012
- Retain current performance review system

Proposals for senior management pay, terms and conditions review

Chief Executive	108639	113252	117859	122503	127119	131727
Director	75677	78921	82161	85406	88646	91891
Head of service JNC1	59466	61605	63778	65951	68090	70263
JNC2	50808	52982	55120	57293	59466	61605

Pay Policy Statement 2012/13

Scope

This pay policy statement covers the posts of the Chief Executive, all Directors and all heads of service within the JNC 1 and JNC 2 grades.

Salary

The current salary scales for the chief executive, directors and heads of service are shown below. The shaded areas represent the proposed salary scales which are subject to implementation of the review of pay, terms and conditions in April 2012:

Progression through the pay band is subject to a range of criteria that are currently assessed via the annual performance review.

Chief Executive	108639	113252	117859	122503	127119	131727
Director	75677	78921	82161	85406	88646	91891
Head of service						
JNC1	59466	61605	63778	65951	68090	70263
JNC2	50808	52982	55120	57293	59466	61605

Pay Awards

Pay awards are nationally determined in accordance with the Joint Negotiating Committee (JNC) for Chief Executives and the Joint Negotiating Committee (JNC) for Chief Officers.

Terms and Conditions of Employment

The terms and conditions of employment for the chief executive, directors and heads of service within the scope of this pay policy statement are determined in accordance with collective agreements, negotiated from time to time, by the JNC for Chief Executives and the JNC for Chief Officers, as set out in the Scheme of Conditions of Service. These are supplemented by local collective agreements reached with trade unions recognized by the Council and by the rules of the Council.

Remuneration on Recruitment

Recruitment to the posts of chief executive and director is undertaken by a committee of councillors appointed by Council, but in the case of the chief executive, the appointment is made by Full Council, following a recommendation from the Appointment Committee. The salary on recruitment will be within the current salary range for these posts at that time.

Recruitment to posts of head of service is undertaken by the chief executive or a director and is subject to notification to Executive Councillors before a job offer can be

made. The salary on recruitment will be within the current salary range for these posts at that time.

Rules governing the recruitment of the chief executive, directors and heads of service are set out in the councils constitution in section; Part 41, Officer Employment Procedure Rules

Bonuses

There are no bonus arrangements payable to the chief executive, directors or heads of service.

Performance Related Pay

Performance and progression through the pay band is assessed annually in line with the Council's performance review schemes. For the chief executive and directors, performance is assessed by a panel of councillors, the Chief Officer Performance Review Working Party. For heads of service, performance is assessed by their director.

There is no performance related pay scheme outside of the performance review scheme, which determines the salary point of an officer, within the salary scale set out above.

Salaries over £100,000

The post of chief executive is the sole post which carries a salary range in over £100,000.

Publication of salary data

Salary data for the chief executive, directors and heads of service is published on the councils website, in the Open Data, Senior Council Officers section.

For the chief executive and directors this includes name, job description, actual salary, expenses and any election fees paid. For the heads of service this includes salary by post title.

This pay policy statement once approved by Full Council will be published on the Councils website.

Expenses

The expenses which may be payable to the chief executive, a director or head of service include:

- Car/bicycle allowances (these are currently under review)
- re-imburement of travel and subsistence
- one professional subscription per annum
- payments under the eye sight tests scheme

Severance Payments

Severance payments are made in accordance with the councils employment policies and are the same for all staff.

Employees with more than two years service will be entitled to redundancy pay in line with local government guidelines and statutory provisions. Redundant employees will receive three elements of their final pay:

- Normal pay up to the agreed leaving date
- Where applicable, payment in lieu of outstanding notice
- Severance payment (where entitled).

Under the councils redundancy scheme a weeks pay will be calculated on the basis of actual contractual pay. Additional benefits are not included. Cambridge City Council will not apply the statutory weeks pay definition.

Employees in the pension scheme and who are over age 55 are entitled to immediate onset of pension benefits based on actual reckonable service if:

- They are over 55 at the termination date
- They have 3 or more months membership in the Local Government Pension Scheme (LGPS) or less than 3 months membership but have had a transfer of pension rights (of any length) into the LGPS from another scheme

Once an employee is in receipt of early payment of pension benefits, if their total pay and pension benefits together (if reemployed by another employer covered by the Local Government Modification order) exceeds their salary as at the leaving date, the difference will be claimed back from pension payments.

An employee will lose their entitlement to redundancy pay if they take up a post with another body covered by the Redundancy Payments (Local Government) (Modification) (Amendment) Order 1985 within 4 weeks of the date of the redundancy and the offer of the new job has been made before the end of the original contract.

The chief executive, monitoring officer (currently Head of Legal Services) and chief finance officer (currently Director of Resources) can only be dismissed by the full council. All other directors and heads of service can only be dismissed in accordance with the Councils constitution, Part 41, Officer Employment Procedure Rules.

Pension and Pension Enhancements

The employees within the scope of this pay policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and they contribute between 7.2 and 7.5% of their salary to the scheme.

The Councils' discretions on enhancement of pension are set out in the Pensions Discretion Statement 2009. This policy was approved by the Civic Affairs Committee on the 11th May 2009. The policy will be reviewed in 2012 in line with the requirement that Council officers will review the statement every 3 years and / or in line with changes to the Local Government Pension Scheme (LGPS) as advised by the Local Government Pensions Committee (LGPC) and the Administering Authority

(Cambridgeshire County Council), and any recommended changes will go before Civic Affairs for approval.

Relationship to lowest paid employees

The lowest paid staff within the Council are on Band 1 of the Council's pay structure. For this reason we have chosen staff employed on Band 1 as our definition of the 'lowest paid' for the purposes of this policy.

Band 1 currently ranges from £12,489 to £15,725 per annum. The lowest pay point on the council's pay scale is currently £12,489 per annum, but subject to the implementation of the revised pay, terms and conditions this would be £13,589.

The highest paid officer of the council is the chief executive, with a current salary of £117,859. The chief executive's current salary scale runs from £108,639 to £131,727. Under the proposed new scheme this would run from £108,639 to £122,503.

The current ratio between the highest and lowest pay points on each scale is - 1:10.5

The ratio of the current chief executives salary and the lowest pay point is 1:9.4.

When the new terms and conditions are introduced the ratio between the lowest pay point on city pay band 1 and the highest point on the chief executive scale would be - 1:9.0

The Council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid staff.

Election Fees

The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. Elections fees are paid for these additional duties and they are paid separately to salary.

The Chief Executive is the council's Returning Officer.

The fees for Parliamentary, Police Commissioner and Euro Elections are set by the Electoral Commission.

Fees for local elections are set locally and current fees were agreed by Civic Affairs Committee in April 2010 as £373 per contested ward and £55 per uncontested ward.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

Re-engagement of ex City Council staff within the scope of this policy

All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

The council will not engage an ex city council member of staff within the scope of this policy outside of these arrangements.

January 2012

Minutes of Civic Affairs Committee – 4th January 2012

Review of Pay, Terms and Conditions and Pay Policy

Resolved to

i) Recommend to Council that the proposed changes to pay, terms and conditions are approved and are implemented as soon as possible by collective agreement.

ii) Recommend to Council that the Chief Executive:

(a) is given delegated authority to implement the proposed changes and
(b) is given delegated authority, following consultation with the Leader of the Council and Group Leaders, to revise the package of proposed pay, terms and conditions if this should be necessary to secure a collective agreement at any time up to the implementation.

iii) Recommend to Council that the draft pay policy statement (attached as Appendix 5 to the officer's report) be approved.

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