

**City of York Council –Pay Policy Statement for the period
1 April 2013 to 31 March 2014.**

Introduction

Under Sections 38 – 43 of the Localism Act 2011 the council is required to produce a Policy Statement that covers a number of matters concerning the pay of the council's senior staff.

This Policy Statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities & Local Government to which the council is required to have regard under Section 40 of the Act. This Policy also relates to the data on pay and rewards for staff which the council publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011). It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ and the respective requirements are summarised in Annex A1 to this Policy Statement. This Policy Statement does not cover or includes school staff and is not required to do so.

Publication of this Policy Statement

This Policy Statement was considered and approved by full Council at its meeting on 28th March 2013. The council has taken the following action to ensure that this Policy Statement is easily accessible to the public: it is publicised on the council website in a readily accessible place - Senior Salary information, under Governance and Transparency. It can also easily be found under global web searches.

Definition of officers covered by the Policy Statement

This Policy Statement covers the following posts:

1. Head of the Paid Service, which in this council is the post of Chief Executive.
2. Monitoring Officer, which in this council is the post of Assistant Director of Governance and ICT.
3. Statutory Chief Officers, which in this council are the posts of:
 - Director of Adults, Children and Education
 - Director of Customer and Business Support Services.

4. Non-statutory Chief Officers which in this council are the posts of:

- Director of City and Environmental Services
- Director of Communities and Neighbourhoods
- Assistant Director - Education and Skills
- Assistant Director - Facilities Management, School and Children's Strategy and Planning
- Assistant Director - Children's Specialist Services
- Assistant Director - Adult Commissioning, Modernisation and Provision
- Assistant Director - Adult Assessment and Safeguarding
- Assistant Director - Housing and Community Safety
- Assistant Director - Communities, Culture and Public Realm
- Assistant Director - Finance, Asset Management and Procurement
- Assistant Director - Customers and Employees
- Assistant Director - City Development and Sustainability
- Assistant Director - Highways, Fleet and Waste
- Assistant Director - Strategic Planning and Transport.

Policy on remunerating Chief Officers

It is the policy of this council to establish a remuneration package for each Chief Officer post based on evaluation of the role to determine its size and consequently its position in the Chief Officer grading structure. The salaries attached to the structure are derived from the national framework for Chief Officers.

Increases to the salary scales are based on nationally negotiated settlements by the Joint Negotiating Committee for Chief Officers of Local Government, and progression through a salary scale is based on incremental progression. There has been no increase to the pay structure during the period 2012/13.

The remuneration of the Chief Executive is set by the Council and is that which is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the council's requirements of the post in question at the relevant time. The last market comparison of Chief Executive pay took place in 2011 and showed City of York Council to be paying around the average for Unitary Chief Executives but the regional picture showed that York was the lowest paying single tier council.

Further details on the Council's Policy on remunerating Chief Officers is set out in the schedule that is attached to this policy statement at Annex A2.

Policy on remunerating the lowest paid in the workforce

The council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of council decisions, these are then incorporated into contracts of employment. The lowest pay point in this council is Grade 1. This relates to an annual salary of £12,180 and can be expressed as an hourly rate of pay of £6.31. However, in December 2012 the Cabinet approved the introduction of the Living Wage with effect from 1st April 2013. This introduces a minimum hourly rate of pay of £7.45, the current UK Living Wage rate, and is to be implemented by means of a pay supplement to basic pay. The council's salary scales remain unchanged.

Increases to the council's salary scales are in accordance with national pay settlements reached through negotiation by the National Joint Councils.

Policy on the relationship between Chief Officer remuneration and that of other staff

The highest paid salary in this council is £134,688 which is paid to the Chief Executive. The average median salary in this council (not

including schools) is £21,719. The ratio between the two salaries, the 'pay multiple' is 6.2:1. This council does not have a policy on maintaining or reaching a specific 'pay multiple', however the council is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the council as expressed in this Policy Statement.

The council's approach to the payment of other staff is based on locally or nationally negotiated grading and salary structures. It is to pay that which the council needs to pay to recruit and retain staff with the skills, knowledge and experience needed for the post in question and to ensure that the council meets any contractual requirements for staff including the application of any local or national collective agreements, or council decisions regarding pay.

Policy on other aspects of Chief Officer remuneration

Other aspects of Chief Officer remuneration are appropriate to be covered by this Policy Statement, these other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this policy statement at Annex A3.

Approval of Salary Packages in excess of £100k

The council will ensure that, at the latest before an offer of appointment is made, any salary package for any post (not including schools) that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

Flexibility to address recruitment issues for vacant posts

In the vast majority of circumstances the provisions of this Policy will enable the council to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This Policy Statement recognises that this situation may arise in exceptional circumstances

and therefore a departure from this Policy can be implemented without having to seek full Council approval for a change of the Policy Statement. Such a departure from this Policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

Amendments to the policy

If a change is considered to be appropriate during the year then a revised policy will be presented to full Council for consideration.

Policy for future years

This Policy Statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the council prior to the start of each financial year.

Annexes:

- Annex A1 Publication Requirements
- Annex A2 Chief Officer Remuneration Details
- Annex A3 Chief Officer Remuneration Policies