

City of York Council – Pay Policy Statement for the period 1 April 2012 to 31 March 2013.

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 and 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). This Policy Statement does not cover or includes school staff and is not required to do so.

This Policy Statement was considered and approved by full Council at its meeting on 29th March 2012.

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 Legal, Governance and IT.

3. Statutory Chief Officers, which in this council are the posts of
Director of Adults, Children and Education;
Director of Customers and Business Support Services.

4. Non-statutory Chief Officers which in this council are the posts of:
Director of City Strategy;
Director of Communities and Neighbourhoods
Assistant Director of Policy Performance and Partners
Assistant Director of Education
Assistant Director of Customers and Employees
Assistant Director of Financial Services
Assistant Director of Environment
Assistant Director of Communities and Culture
Assistant Director of School Organisation and Planning
Assistant Director of Planning and Sustainable Development
Assistant Director of Housing and Public Protection
Assistant Director of Adult Provision and Transformation
Assistant Director of Economy and Asset Management
Assistant Director Integrated Commissioning
Assistant Director Children's Special Services
Assistant Director Strategic Planning and Transport
Assistant Director Adult Assessment and Personalisation

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. A review and analysis of Assistant Director roles and pay was carried out by the Hay Group in 2010 where pay levels were compared against the National Public Sector pay market. The majority of roles fell in the lower quartile of pay for equivalent roles in the sector.

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.

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. Comparison of Chief Executive pay was carried out in 2011. The data used was from the latest Salaries and Numbers Survey undertaken by the LGE, published in October 2009 relating to the 2008/09 year. The data showed City of York Council to be paying around the average for Unitary Chief Executives. The regional picture however 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 B.

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 authority 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. This pay point and salary was determined by the council as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1st April 2009 and has been applied since that date. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

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

The highest paid salary in this council is £133,750 which is paid to the Chief Executive. The average median salary in this authority (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 authority 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 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 A.

Approval of Salary Packages in excess of £100,000

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 £100,000 will be considered by full Council or a meeting of members. 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 council decision making route.

Amendments to the policy

The information contained in this Statement and its annexes were accurate at the time of approval, any changes to the main Policy

Statement during the year will be presented back to full Council.

Policy for future years

This Policy Statement will be reviewed each year and will be presented to full Council to ensure that an approved Policy is in place prior to the start of each financial year.

Annexes:

Annex A Chief Officer Remuneration Details

Annex B Chief Officer Remuneration Policies