



# NOTICE OF MEETING

<b>Meeting:</b>	<b>Staffing Committee</b>
<b>Date and Time:</b>	<b>Wednesday, 19 March 2013 at 10.00 am</b>
<b>Place:</b>	<b>Committee Room 1, Civic Offices, Fleet</b>
<b>Telephone Enquiries to:</b>	<b>01252 774126 (Martine Fullbrook)</b> <a href="mailto:martine.fullbrook@hart.gov.uk">martine.fullbrook@hart.gov.uk</a>
<b>Members:</b>	<b>Kennett (Chairman), Barrell, Billings, Butler, Radley JE</b>

G Bonner  
Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

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AND BRAILLE ON REQUEST**

### **1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 11<sup>th</sup> March 2013 are attached to be confirmed and signed as a correct record (**Paper A**)

### **2 APOLOGIES FOR ABSENCE**

### **3 CHAIRMAN'S ANNOUNCEMENTS**

**4 DECLARATIONS OF INTEREST (PERSONAL OR PERSONAL AND PREJUDICIAL)**

**5 PAY POLICY STATEMENT FINANCIAL YEAR 2014-15**

To seek approval to the council's Pay Policy for 2014/15 (**Paper B**)

**RECOMMENDATION**

That the Pay Policy attached as Appendix A to this report be recommended to Council for approval.

**Date of Despatch: 11 March 2014**

## **STAFFING COMMITTEE**

**Date and Time:** Monday, 11 March 2013 at 4pm

**Place:** Committee Room 1, Civic Offices, Fleet

**Present:**

### **COUNCILLORS**

Crookes (Chairman)

Barrell, Billings, Butler, Kennett

Officers Present:

Geoff Bonner            Chief Executive

### **1    MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 20 February 2012 were confirmed and signed as a correct record.

### **2    APOLOGIES FOR ABSENCE**

No apologies received.

### **3    CHAIRMAN'S ANNOUNCEMENTS**

None.

### **4    DECLARATIONS OF INTEREST**

No declarations made.

### **5    PAY POLICY STATEMENT FINANCIAL YEAR 2013-14**

The Committee was asked to approve the Council's Pay Policy for 2013/14. Some typographical errors in the Policy were noted and corrected.

### **RECOMMENDATION to Council**

That the Pay Policy, attached as Appendix A, be recommended to Council for approval, subject to the addition of a paragraph on the employment of Apprentices.

The meeting closed at 4.10 pm

**HART DISTRICT COUNCIL**

**STAFFING COMMITTEE**

**DATE OF MEETING: 19 March 2014**

**TITLE OF REPORT: Pay Policy Statement Financial Year 2014-15**

**Report of: Chief Executive**

**1. PURPOSE OF REPORT**

1.1 To seek approval to the council's Pay Policy for 2014/15.

**2. RECOMMENDATION**

2.1 That the Pay Policy attached as Appendix A to this report be recommended to Council for approval.

**3. BACKGROUND INFORMATION**

3.1 Section 38(1) of the Localism Act 2011 requires councils to produce a Pay Policy each financial year. The legislation stipulates that the policy must be approved by the full Council before 31 March in the preceding financial year. To comply with the legislation, therefore, councils have to approve their Pay Policies for 2014/15 by 31 March 2014.

3.2 The draft Pay Policy for 2014/15 is attached to this report as Appendix A. The draft policy is similar in all material respects to that for 2013/14, except that where appropriate figures have been updated to reflect 2014/15 levels. Approving the draft policy will therefore confirm the status quo and will have no effect on pay and remuneration levels.

3.3 The Committee is asked to recommend the draft policy to Council for approval

**4. FINANCIAL IMPLICATIONS**

4.1 There are no direct financial implications arising from this report, which makes no change to either salary levels or other elements of employee remuneration.

**CONTACT:**  
**EXTENSION: 4108**

Geoff Bonner – Chief Executive  
EMAIL: [geoff.bonner@hart.gov.uk](mailto:geoff.bonner@hart.gov.uk)



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Pay Policy Statement  
Financial Year 2014-15

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<b>Date created</b>	1 March 2014	<b>Department</b>	Human Resources
<b>Review date</b>	28 February 2015	<b>Version</b>	0.1
<b>Effective date</b>	1 April 2014		

***Hart District Council believes that interests of staff and the Council are best served by the formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority's policy on pay. It takes into consideration all legal requirements and will be applied in accordance with the Authority's Equality and Diversity Commitment to treat all its employees with dignity and respect.***

## HART DISTRICT COUNCIL

### PAY POLICY MARCH 2014

#### I. PURPOSE

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually from 1 April each year.
- 1.2 The Pay Policy Statement sets out Hart District Council's policies relating to the pay of its workforce for the financial year 2014-15, in particular:
1. the remuneration of its Chief Officers
  2. the remuneration of its "lowest paid employees"
  3. the relationship between:
    - a. the remuneration of its Chief Officers and
    - b. the remuneration of its employees who are not Chief Officers
- 1.3 The purpose of the statement is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of Chief Officers. This includes officers designated as Chief Executive, Corporate Directors, Statutory Chief Officers and Non Statutory Chief Officers. It also ensures that employees at all levels of the council are paid on a fair and equitable basis in accordance with equality legislation.

#### 2. DEFINITIONS

- 2.1 For the purpose of this statement the following definitions will apply:
- 2.2 "**Pay**" in addition to salary will also include charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.
- 2.3 "**Chief Officer**" refers to the following roles within Hart District Council:
- The Chief Executive (Head of Paid Service)
  - The Monitoring Officer<sup>1</sup> and the Chief Finance Officer (Section 151 Officer) as the council's statutory Chief Officers
  - Corporate Directors as non-statutory Chief Officers
- 2.4 "**Lowest paid employees**" refers to those staff employed on Grade A of the council's pay framework (ie those posts assessed through the job evaluation scheme as having the least amount of complexity and responsibility and therefore attracting the lowest salary).

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<sup>1</sup> The Monitoring Officer role is performed as part of the duties of one of the Corporate Director posts

### **3. PAY FRAMEWORK**

#### **3.1 General approach**

3.1.1 Remuneration for all employees needs to be at the appropriate level to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is proportionate and appropriate for the role. Each council has responsibility for balancing these factors and faces its own unique challenges and opportunities in doing so. As a small council with limited staff resources it is important that Hart District Council retains flexibility within its pay framework to cope with a variety of circumstances that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. Using such solutions should only be short term and reviews should ensure that they are discontinued when circumstances change.

#### **3.2 Responsibility for decisions on remuneration**

3.2.1 It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief Officers are made in an open and accountable way.

3.2.2 Pay for employees at all grades is based on the national agreements on pay as follows:

- National Joint Council for Local Government Services (for Grades A to M and Heads of Service),
- Joint Negotiating Council for Chief Officers (for Corporate Directors and Chief Finance Officer)
- Joint Negotiating Council for Chief Executives (for Chief Executive).

3.2.3 The pay and remuneration packages (including pension issues) for the Chief Executive, Corporate Directors, Monitoring Officer and Chief Finance Officer, and any other post with a remuneration package in excess of £100,000 per year, are set by Council on the advice of Staffing Committee, which comprises elected Councillors from the main political parties.

3.2.4 Responsibility for setting the pay and remuneration of all other officers is delegated to the Chief Executive (or his/her nominee), and is carried out in accordance with national agreements and the council's local employment policies and practices as appropriate.

#### **3.3 Salary grades and grading framework**

3.3.1 Grades for all posts governed by the National Joint Council for Local Government Services (ie Grades A to M and Heads of Service) are determined by the council's job evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

- 3.3.2 The council uses the Hay Job Evaluation Scheme. Job Evaluation is a systematic process for ranking jobs within an organisation ensuring consistency of approach and outcomes appropriate to the complexity and accountability of the role.
- 3.3.3 The council's pay structure is based on the pay spine issued by the National Joint Council (NJC) as part of the National Agreement for Local Government Services. This incorporates posts on Grade A to M and Heads of Service. There are 14 grades in total. Each grade contains no more than five points to provide incremental pay points within the grade. The incremental rises occur on each 1 April, subject to satisfactory performance in the role, until the maximum pay point for the grade is reached. Annual increments will not be awarded to employees who commence employment on or after 1 October. Increments will be withheld where performance has not met the required standard and where the issue has been raised with the employee formally.
- 3.3.4 Chief Officers are appointed to a fixed salary point so incremental progression does not take place for these posts. The precise salary level is determined at the time of appointment by negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.
- 3.3.5 The current pay and grading structure was agreed by the Council in 2009 following a review, in order to ensure compliance with equal pay legislation.
- 3.3.6 Pay awards are normally made in line with the national agreements detailed in 3.2.2 on an annual basis for all employees, in conjunction with the nationally recognised trade unions. In the financial year 2010/11 the council did not pay the nationally agreed award due to the financial constraints it was facing; instead staff were given an additional day's annual holiday.
- 3.3.7 In June 2013 NJC recommended a 1% pay rise, which the Council applied to staff on the pay structure from A – M and Heads of Service. This was paid implemented in July 2013 and backdated to 1 April 2013. NJC also recommended that SCP 4 was removed from the pay structure to take effect from 1 October 2013.
- 3.3.8 Full details of the Councils pay structure (A to Heads of Service) is attached as Appendix I.
- 3.3.9 In addition to posts covered by the various NJCs, the council has recently started running an apprenticeship program, in conjunction with Inclusion Hampshire (formerly Hart Neighbourhood Centre), with apprentices currently employed in Leisure Services, Environmental Health and Business Support. Contracts are awarded for twelve months and are paid an hourly rate of £2.68. Hart will be seeking to employ up to 10 apprentices in 2014/15.

### 3.4 Market Comparison

- 3.4.1 The council benchmarks its pay and benefits by comparing pay and rewards for similar posts in neighbouring areas. The council seeks to position itself within the median salary levels in order to keep costs down while still being able to attract a good range of suitable candidates for posts.

#### 4. REMUNERATION

- 4.1 Remuneration details including benefits in kind are set out in the council’s published Annual Statement of Accounts.

- 4.2 **“Chief Officers”**, as defined in paragraph 2.3 of this statement, are paid within the council’s pay framework which applies to all other employees. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the council. Current chief officer remuneration levels are shown in the following table:

<b>ROLE</b>	<b>REMUNERATION RANGE*</b>
<b>Chief Executive (1 post)</b>	<b>£103,578</b>
<b>Corporate Directors (2 posts)</b>	<b>£81,300</b>
<b>Chief Finance Officer (0.4 post+)</b>	<b>£ 35,000</b>

\* Includes all charges, fees, allowances and benefits in kind  
+ Part time post, 2 days per week

#### 4.3 **“Lowest paid employees”**

- 4.3.1 The lowest paid employees are paid within the salary range for Grade A which covers seven salary points ranging between £12,786 and £14,345.

#### 4.4 **Honoraria and Acting Up Allowances**

- 4.4.1 The Chief Executive (or his/her nominee) has the discretion to award an honorarium payment to recognise temporary increased responsibility or work of a particularly high standard. Generally it should be the case that this must have been carried out for at least one month before an honorarium payment will be considered. The amount awarded should reflect the nature and duration of the work or responsibility and not normally exceed the value of an increment point in the employee’s salary scale.

- 4.4.2 Where the employee has been covering in the absence of a more senior officer (eg maternity leave cover or long term sickness absence), honoraria payments are calculated based on the difference between the employee’s scale point and the bottom scale point of the role they are covering. Temporary acting-up arrangements of this nature will not exceed more than 12 months

duration and should generally be undertaken for at least one month before payment will apply.

#### **4.5 Other pay elements**

4.5.1 Chief Officers are subject to the same performance management process as all other employees. The Chief Executive has an appraisal involving the Leader of the Council in consultation with all Political Group Leaders.

4.5.2 Targets and objectives are set and performance is assessed through an appraisal process. All employees apart from Chief Officers receive incremental progression until the top of their grade is reached, unless they fail to perform adequately against targets and objectives.

#### **4.6 Charges, fees or allowances**

4.6.2 Any allowance or other payment will only be made to an employee in connection with their role or the patterns of hours they work and must be in accordance with the council's employment policies.

4.6.2 No fees for election duties are included in the salaries of any employee. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of Wight Election Fees Working Party for all local government elections and by central government for Parliamentary elections. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role.

4.6.3 The Returning Officer is an officer of the District Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the District Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the District Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

4.6.4 The council pays a market supplement to certain posts where it has not proved possible to recruit staff at the salary level resulting from Job Evaluation of the post.

4.6.5 The council pays overtime for grades A to F. Paid overtime will be paid if the equivalent of 37 hours per week has been completed at a rate of time and a half for any day other than a Sundays and public holidays and a rate of double time on Sunday. Special rates apply on public holidays.

4.6.6 The council offers car allowances to staff who are required to use their cars for business purposes, in accordance with the appropriate NJC/JNC schemes

4.6.7 The contractual remuneration package for Chief Officers includes either a lease car allowance or essential users allowance. This benefit also applies to all staff at Grades HSI and HS2 who are not Chief Officers.

4.6.8 The Council pays a standby allowance to certain key posts to ensure 24 hour emergency cover for the provision of vital public services.

4.6.9 For certain posts the council pays the membership subscription fees to recognised professional bodies, where the employee's continued membership of that body is in the council's interests.

#### **4.7 Performance related pay**

4.7.1 The council does not offer performance related pay to any employee.

#### **4.8 Benefits in kind**

4.8.1 The council provides free workplace parking to all its staff.

4.8.2 The council offers its staff subsidised access to council owned sports facilities via its "365 Card"

#### **4.9 Pensions**

4.9.1 All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme (LGPS). Employee contribution rates vary depending on their whole-time equivalent pay, as follows:

<b>Whole-time equivalent pay band</b>	<b>Employee contribution rate from 1 April 2014</b>
Up to £13,500	5.5%
£13,501 to £21,000	5.8%
£21,000 to £34,000	6.5%
£34,001 to £43,000	6.8%
£43,001 to £60,000	8.5%
£60,001 to £85,000	9.9%
£85,001 to £100,00	10.5%
£100,001 to £150,00	11.4%

4.9.2 In addition to the employee's own contribution, the council makes a contribution of 13.1% towards the pension of each member of the LGPS scheme.

#### **4.10 Termination of employment**

4.10.1 The LGPS requires employers to prepare and publish a written statement of policy in relation to pensions. The council's policy on pensions and discretionary redundancy payments is set out in the 'Early Retirement & Discretions Policy'

4.10.2 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply

4.10.3 Approval of Full Council

In accordance with Section 40 of the Localism Act 2011, any proposal to grant a severance package in excess of £100,000 is subject to Full Council approval.

4.10.4 Early termination of employment (for reasons other than redundancy)

The council may award additional years service in cases of early termination of employment in exceptional circumstances, in accordance with the Early Retirement & Discretions Policy.

4.10.5 Compromise agreements

In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Chief Executive can agree payment of a termination settlement sum for any post. In such cases, each decision as to the level of payment will be taken on its individual merits and with the advice of the Chief Finance Officer.

4.10.6 Re-employment of officers

The council needs to retain the flexibility to respond to unforeseen circumstances as regards re-employing former local government employees. Such an occurrence would be considered very much the *exception* rather than the *rule*. If the council were to re-employ a previous local government employee who had received a redundancy or severance package on leaving, or who was in receipt of a pension covered by the *Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999* (known as the Modification Order) (with the same or another authority), then the council's policy is to ensure that the rules of the Modification Order are applied. In addition, the council will ensure that an open and fair selection process has taken place before any appointment is confirmed. The same principle would be applied to such a person if they were to be engaged by the council on a 'contract for services' basis.

**4.11 Remuneration on appointment and promotion**

4.11.1 The starting salary on appointment or following promotion will normally be at the lowest incremental level on the salary scale. In exceptional circumstances, a Head of Service can approve appointment on a higher incremental point within the salary scale, following consultation with the relevant Corporate Director, based on the appointee's level of relevant experience, difficulty in recruiting to a post or other relevant factors.

4.11.2 As regards Chief Officer posts, pay and remuneration is determined by council at the time of appointment, following negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.

#### 4.12 Annual Leave entitlement

4.12.1 The following table shows the annual leave entitlement to all Hart employees

Salary Point	Period of continuous service		
	0-5 years	after 5 years	After 10 years
Heads of Service and above	31 days	31 days	34 days
SCP 40 and above	30 days	30 days	33 days
SCP 29 to SCP 39	28 days	29 days	31 days
SCP 22 to SCP 28	26 days	29 days	29 days
Up to and including SCP 21	24 days	29 days	29 days

#### 5. RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

5.1 The Local Government Association has offered advice on the Government's requirement in reporting remuneration relationships. The advice is that the measure of the relationship between Chief Officers and other employees be considered by the ratio between the highest paid employee and the median earnings across the organisation as a multiple. This has been calculated as follows:

Remuneration for the Chief Executive (excluding pension contributions)	£98,840
Median remuneration for all employees at the council	£ 28936
Ratio Chief Executive to Median	3.42

5.2 The ratio between the Chief Executive's remuneration and that of the council's lowest paid employee is 7.73

#### 6. DATA TRANSPARENCY

6.1 Under the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200, are required to be published. This information is contained on the "Your right to know" page on the council's external website. Information on senior employees' remuneration can also be found in the annual Statement of Accounts.

6.2 In addition to the Chief Officer posts listed in paragraph 4.2 above, the following posts have remuneration levels in excess of £58,200:

ROLE	REMUNERATION RANGE*
Heads of Service (3 posts)	£66,808

\* Includes all charges, fees, allowances and benefits in kind

Appendix I

Salary Scales 1st April  
2014

Job Evaluation Score	GRADES	SCP	Salary	per month	per hour
	<b>A</b>	5	12786	1066	6.63
		6	12963	1080	6.72
99 or below		7	13260	1105	6.87
		8	13662	1139	7.08
		9	14060	1172	7.29
		10	14345	1195	7.44
	<b>B</b>	11	15238	1270	7.90
100-122		12	15544	1295	8.06
		13	15949	1329	8.27
		14	16230	1353	8.41
	<b>C</b>	15	16559	1380	8.58
123-134		16	16945	1412	8.78
		17	17335	1445	8.98
		18	17666	1472	9.16
	<b>D</b>	19	18307	1526	9.49
		20	18958	1580	9.83
135-191		21	19631	1636	10.18
		22	20126	1677	10.43
		23	20703	1725	10.73
	<b>E</b>	24	21363	1780	11.07
192-227		25	21519	1793	11.15
		26	22221	1852	11.52
		27	22958	1913	11.90
	<b>F</b>	28	23708	1976	12.29
228-268		29	24646	2054	12.77
		30	25472	2123	13.20
		31	26276	2190	13.62
	<b>G</b>	32	27052	2254	14.02
269-313		33	27849	2321	14.43
		34	28636	2386	14.84
		35	29236	2436	15.15

**Paper B Appendix A**

	<b>H</b>	36	30011	2501	15.56
314-370		37	30851	2571	15.99
		38	31754	2646	16.46
		39	32800	2733	17.00
	<b>I</b>	40	33661	2805	17.45
371-438		41	34549	2879	17.91
		42	35430	2953	18.36
		43	36313	3026	18.82
	<b>J</b>	44	37206	3100	19.28
439-509		45	38042	3170	19.72
		46	38961	3247	20.19
	<b>K</b>	47	39855	3321	20.66
510-559		48	40741	3395	21.12
		49	41616	3468	21.57
	<b>L</b>	50	42707	3559	22.14
560-639		51	43794	3650	22.70
		52	44886	3740	23.27
		53	45970	3831	23.83
	<b>M</b>	54	47058	3922	24.39
640-739		55	48136	4011	24.95
		56	49222	4102	25.51
	<b>HS1</b>	57	50315	4193	26.08
740-900		58	51403	4284	26.64
		59	52492	4374	27.21
		60	58490	4874	30.32
		61	59819	4985	31.01
	<b>HS2</b>	62	61149	5096	31.69
900-1100		63	62478	5207	32.38
		64	63808	5317	33.07

## **STAFFING COMMITTEE**

**Date and Time:** Wednesday, 19 March 2014 at 10 am

**Place:** Committee Room 2, Civic Offices

**Present:**

### **COUNCILLORS**

Kennett (Chairman)

Billings, Radley JE

### **Officers Present:**

Geoff Bonner Chief Executive

Dymphna Aspell Business Improvement and Client Officer

## **1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 11<sup>th</sup> March 2013 were confirmed and signed as a correct record.

## **2 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors Barrell and Butler.

## **3 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **4 DECLARATIONS OF INTEREST**

None declared.

## **5 PAY POLICY STATEMENT FINANCIAL YEAR 2014-15**

Members considered the Council's Pay Policy for 2014/15.

### **RECOMMENDATION to Council**

That the Pay Policy be recommended to Council for approval.

The meeting closed at 10.10 am