

PAY POLICY FOR FINANCIAL YEAR 2018 - 2019



This document constitutes Mendip District Council's pay policy statement for the year beginning 1st April 2018.

Introduction

Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual statutory pay policy statement.

The pay policy statement must be formally approved at a Full Council meeting by the end of March each year, though it can be amended in-year with Full Council approval.

The pay policy statement must be published on authority's website.

Mendip District Council has a local arrangement for grades and salary bands, which covers all posts in the authority including the Chief Executive, Deputy Chief Executives, Section 151 Officer and Group Managers. Details of the current rates as indicated in the Council's Salary Card are available on the Recruitment page of the Council website.

The Council's current pay and grading framework was originally adopted in 1989 when the Hay job evaluation system was introduced into the organisation. The grading structure was comprehensively reviewed and updated in 2001 and had minor changes made to it in 2005 and 2016.

To ensure consistency across the Council the grades for all job roles below Group Manager are determined through the "Hay" job evaluation system. This system provides an analytical approach to evaluating the job value, through allocating points to different components of the role, the total score of which equates to a grade within the Council's pay and grading structure.

The rates for Group Managers, Section 151 Officer, Deputy Chief Executives and Chief Executive were reviewed in 2016 when spot salaries based on the Local Authority SW Median salary were introduced. These will be reviewed every three years subject to criteria agreed by the Council.

Scope

The definitions of Chief Officer to be covered by the pay policy statement are defined by the legislation.

The Pay Policy Statement for the District Council will apply to the following posts which collectively will be referred to as Senior Officers for the purposes of this statement:

- Chief Executive
- Deputy Chief Executives
- Section 151 Officer
- Group Managers
- 5 Councils Client Team Managers

1) Elements and levels of remuneration for Corporate Management Team (inc 5 Councils Client Side Managers)

Post	Salary plus fees and allowances	Any bonus or performance related pay	Other benefits	Pension enhancement
Chief Executive	Senior Management Salaries are published annually on the Council's website	None	None	None
Deputy Chief Executive	Senior Management Salaries are published annually on the Council's website	None	None	None
Deputy Chief Executive and Monitoring Officer	Senior Management Salaries are published annually on the Council's website	None	None	None
Section 151 Officer	Senior Management Salaries are published annually on the Council's website	None	None	None
Group Managers	Senior Management Salaries are published annually on the Council's website	None	None	None
5 Councils Client Side Managers	Senior Management Salaries are published annually on the Council's website	None	None	None

2) Remuneration on appointment

a) Chief Executive

The Chief Executive post is paid at Grade CX. The Leader of the Council is responsible for determining the actual remuneration rate to be offered for the post, after taking independent pay advice from South West Councils.

b) Deputy Chief Executives

The Deputy Chief Executive posts are paid at Grade DCX which is a 'spot salary'.

c) Section 151 Officer and Monitoring Officer

These posts carry Statutory Officer Responsibility Allowance. The Chief Executive is responsible for determining the actual rate, after taking independent pay advice from South West Councils.

d) Group Managers and Section 151 Officer

Group Managers and the Section 151 Officer are paid at Grade GM which has two salary points. The first is 95% of the SW Median Salary and is used for new appointments. Subject to assessment the Group Manager will progress to the second point which is 100% of the SW Median Salary.

d) 5 Councils Client Side Managers

5 Councils Client Side Managers are paid at Grade C.

d) All Other Employees

The Council has a policy of recruiting at the bottom increment of the grade for the role. In certain circumstances an increased starting increment may be agreed, i.e. where the appointee brings with them a significant level of previous relevant experience for the role.

3) Increases and additions

Annual cost of living adjustments are paid in accordance with nationally negotiated settlements under either Joint Negotiating Committee (JNC) or National Joint Council (NJC) agreements as applicable.

a) Chief Executive

The Leader of the Council shall determine the remuneration package prior to appointment. Any other subsequent changes to the remuneration package will also be determined by the Leader.

b) Deputy Chief Executive, Section 151 Officer and Group Managers

This is a 'spot salary' for Deputy Chief Executives and two point grades for Group Managers and Section 151 Officer.

Any additional payments, e.g. honoraria payments, responsibility allowances, will be determined by the Chief Executive.

c) All Other Employees

Increments are awarded on an annual basis up to the top of the grade for the post. Any additional payments must be agreed by the Group Manager for the service area or the Chief Executive in respect of 5 Councils Client Side Managers, including Honoraria payments which must meet the criteria as set out in the Honoraria Framework.

4) Performance Related Pay and Bonuses

There is currently no performance related pay or bonus scheme in operation for any Officers of the Council. Introduction of such schemes will require the approval of the Chief Executive and the Leader.

5) Market Supplements

- a) Chief Executive, Deputy Chief Executives, Section 151 Officer and Group Managers

Payment of market supplements must meet the conditions laid out in the Market Supplement Protocol.

Prior to the award of any market supplements for Senior Officer posts, approval must be obtained from the Leader of the Council for the Chief Executive post and from the Chief Executive for all other Senior Officer posts.

- b) All Other Employees

Payment of market supplements must meet the conditions laid out in the Market Supplement Protocol.

6) Overtime Payments

Officers on grades M to G inclusive are eligible to receive payment for planned and authorised overtime. The salary for Officers at grade F and above takes into account the requirement for working outside of normal hours so no overtime can be claimed.

7) Payments on Termination

Any termination payments to Senior Officers and employees will comply with the current Redundancy Policy, which will have been approved by Cabinet. No additional termination payments will be made without the approval of the Chief Executive and Leader of the Council, this will include any Settlement Agreements, which may be subject to a confidentiality clause.

8) Re-employment after severance payment

Cabinet approval would be required to authorise re-employment within the Council of a previously employed Senior Officer who had left with a severance payment and is seeking re-employment within the severance payback period.

Cabinet will be required to approve any award of a 'contract for services' to a Senior Officer who was previously employed by the Council.

9) Publication of Senior Officer Remuneration

The remuneration of Senior Officers earning a salary of over £50,000 per annum is published on the Council's website.

10) Lowest Paid Staff

The lowest salaries paid to employees in the authority are to those whose posts are on grade L; there are currently no posts at grade M, which is the lowest in the grade structure. Mendip will ensure that their salaries are compliant with National Living Wage legislation.

Those on Apprenticeship training programmes are paid at the relevant apprenticeship rate according to level of qualification and progress. For those apprentices aged above 19, their salary is based against the National Minimum Wage.

The relationship between the mean average pay of non-senior staff and highest paid employees is described as the multiplier. For the Council this is 3.5 i.e. the top salary is 3.5 times that of the average of the non-senior staff. The Council believes the current multiplier is a realistic relationship as it is determined by a rigorous job evaluation process linked to an even and progressive pay structure which effectively determines pay relative to job role.

Should the multiplier between the average annual full time salary paid to non-senior staff and the annual full time salary paid to the Chief Executive be greater than 10, this will be reported by the Leader of the Council to Full Council for consideration.

11) Election Payments

Officers' who undertake additional duties at elections, including the Chief Executive in his role as Returning Officer, receive additional payments for each election held according to the responsibility undertaken. These payments do not fall within the scope of this policy; they are made in accordance with Scales of Fees and Charges which are operated across Somerset in relation to County Council, District Council, Parish and Town Council elections and Parish Polls and by central Government in respect of parliamentary elections.